Aperture
User Manual

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Introducing Aperture

Aperture is a powerful and easy-to-use digital image management system that can track thousands of digital images and provides the professional photographer with high-quality image management and adjustment tools.

Designed for the needs of professional photographers, Aperture is an all-in-one post-production tool that provides:

- *An advanced RAW workflow:* From capture to output, you can work with your images captured as RAW files, without having to first convert them to another format before viewing, adjusting, organizing, or printing them. Aperture supports RAW formats from leading digital camera manufacturers (including Canon and Nikon).
- *Flexible image management:* A new, open Library structure lets you store photos anywhere you want. You can have Aperture either store image files in the Library or simply link to image files in their current locations. You can also have Aperture link to your iPhoto Library without copying the images into the Aperture Library. Aperture can work with photos stored on any number of hard disk drives and other storage media. You can catalog and search for images that are stored on multiple hard disks, including offline volumes, CDs, and DVDs.
- *Professional project management:* Aperture allows you to manage thousands of projects and provides flexible organizational tools, comprehensive metadata support, and powerful search tools that let you find files instantly.
- *Nondestructive image processing:* Designed to protect your images from the moment they're imported, Aperture identifies your original images as digital "master files," and it has built-in safeguards to help ensure that you don't accidentally overwrite or modify them.
- *Versatile printing and publishing:* Working directly with your RAW images, you can create color-accurate prints, custom contact sheets, stunning websites, and unique bound books with tools that are intuitive and powerful.

With Aperture you can efficiently import digital images, perform a photo edit, adjust and retouch images, publish images for the web or print, and back up your entire image library for safekeeping. Aperture lets you work with high-quality JPEG, TIFF, and RAW image files directly from your camera or card reader and maintain that high quality throughout your workflow.

What's Next?

This manual is only one of several types of documentation you can use as you work with Aperture.

- For instructions for installing Aperture software, see *Installing Your Software*.
- For an introduction to the basic concepts, procedures, and digital photography workflow for using Aperture, see *Aperture Getting Started*.
- For an overview of Aperture, an introduction to the Aperture interface, and detailed instructions for using the many features and tools in Aperture, continue reading this manual.
- For information about making image corrections and adjustments in Aperture, see *Performing Image Adjustments* in the Aperture Help menu.
- For a list of the keyboard shortcuts you can use to perform tasks in Aperture, see *Aperture Quick Reference*.
- For an introduction to the fundamentals of digital photography, see *Digital Photography Fundamentals* in the Aperture Help menu.
- For information about ordering printed books of your images, see *Ordering Books and Prints* in the Aperture Help menu.
- For the most recent technical and release information about Aperture, see *Late-Breaking News* in the Aperture Help menu.
- For information about new features in Aperture, see *New Features* in the Aperture Help menu.
- For the latest articles about technical issues and solutions, go to the Aperture Support website, available from the Aperture Help menu.

Part I: Interface and Acquisition

This section provides introductory information about the application and its interface. It also explains how to set up your image management system and import images into it.

Chapter 1 An Overview of Aperture

Chapter 2 The Aperture Interface

Chapter 3 Working with Aperture Projects

Chapter 4 Importing Images

An Overview of Aperture

1

Aperture is designed to be the center of your digital photography workflow, from capturing new images to the final delivery of professional-quality photographs.

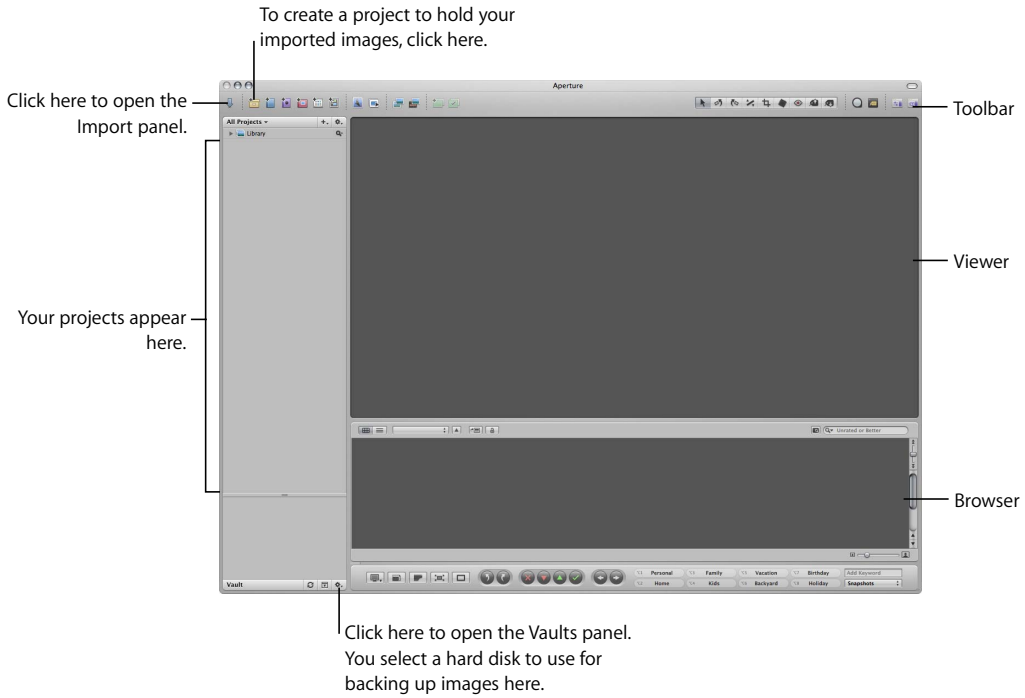
This chapter provides an overview of how Aperture works and what you can do with it. If you're new to Aperture, this chapter is for you. If you're familiar with the Aperture features and interface, feel free to skip this chapter. The chapter doesn't provide all the detailed information and instructions needed to perform work on your images. Once you're familiar with Aperture, you'll find in-depth explanations and instructions in later chapters.

This chapter covers:

- A First Look at Aperture (p. 16)
- Creating Projects and Importing Your Photos (p. 17)
- Photo Editing with Aperture (p. 20)
- Image Processing (p. 31)
- Distribution (p. 32)

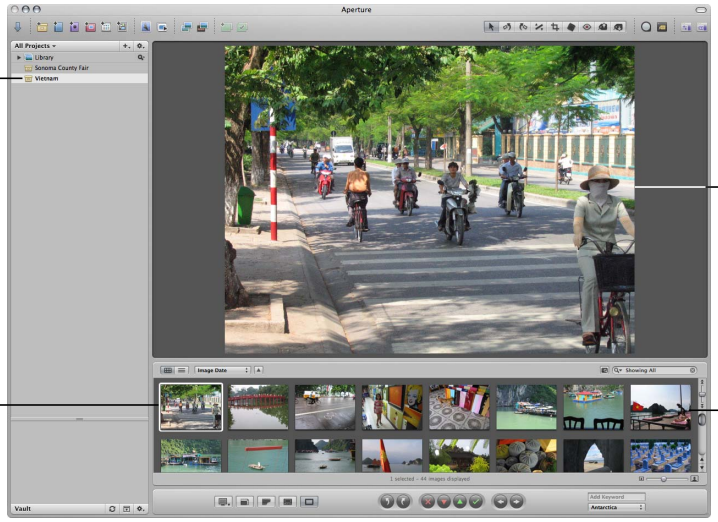
A First Look at Aperture

When you first open Aperture, you see the following areas:


To create a project to hold your imported images, click here.
Click here to open the Import panel.
Your projects appear here.
Toolbar
Viewer
Browser
Click here to open the Vaults panel. You select a hard disk to use for backing up images here.

Note: Because you can customize the toolbar, adding and deleting the buttons you want, your toolbar may appear different from the one pictured in this manual. For more information about changing the toolbar, see "Customizing the Toolbar" on page 65.

After you import images into a new project, your screen will look similar to this:


Aperture imports the images into a project. Click the project to see its images in the Browser.
Select a thumbnail in the Browser.
The Viewer shows the selected image.
Your project's image thumbnails

About Aperture Sample Projects

The Aperture installation disc includes several sample projects containing high-resolution images. When you first open Aperture, a dialog appears asking if you'd like to install a sample project. Other sample projects are available in the Sample Projects folder on the Aperture installation disc. You can import these projects into Aperture from the Aperture installation disc at any time after installing the application.

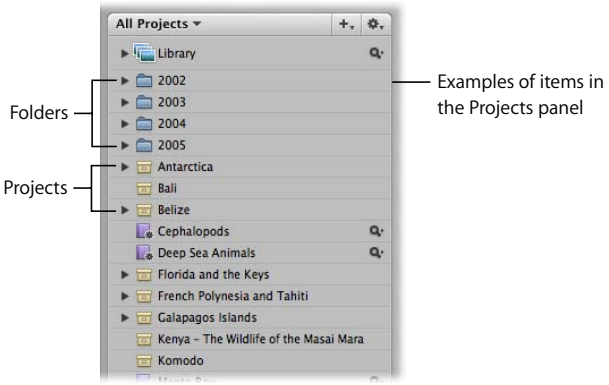
Creating Projects and Importing Your Photos

To use Aperture, you first import your photos. You can import digital photos directly from your camera or a card reader and from hard disks or other storage devices where you've archived digital files. After a shoot, you can connect your card reader or digital camera to your computer and Aperture automatically detects it. You can then easily import your new images into Aperture.

Creating Projects

As you work with Aperture, you create projects to hold your images. A project is similar to a folder that can hold dozens, hundreds, or even thousands of images. For example, after completing a travel shoot to Antarctica, you might create a new project named Antarctica and import the photos into it.

Your new project appears in a list in the Projects panel.



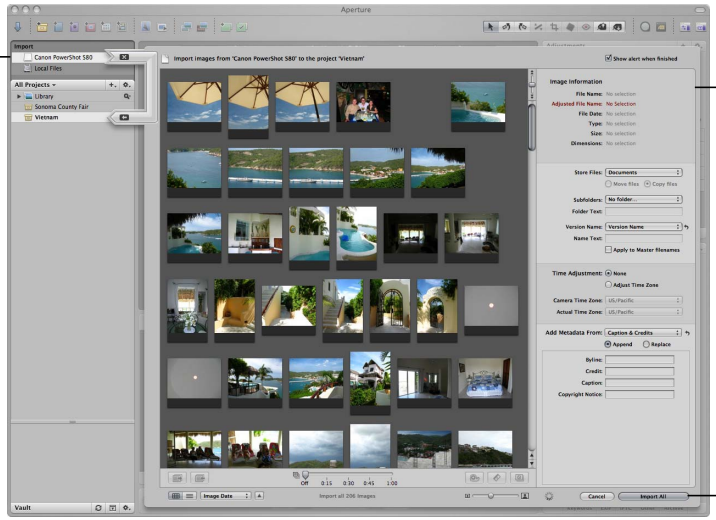
As your portfolio increases and you create more and more projects, you can organize your work into hierarchies of folders, projects, and albums.

You can create as many projects as you need and name them according to any naming scheme you prefer. It's important to name projects so that they will be easy to identify and access. When you need to further subdivide and organize images in a project, you can create albums.

Over the long term you may be using Aperture to track years of projects, so you'll want to develop a naming system that is easy to use and understand. For more information about organizing your images in projects and albums, see Chapter 3, "Working with Aperture Projects," on page 71.

Importing Images

When you connect a camera or card reader to your computer, the Import dialog appears. You can select your camera or card reader and see the images you're about to import. You can select all the images on a memory card or select and import only those you want. You can also select image files on your hard disk for importing.


Select your camera, card reader, or hard disk here.
Specify import options here.
When you click Import All, your images are imported into the selected project or a new project.

You can then specify options for importing your images. For example, you can specify that your images be imported into the Aperture Library in your Pictures folder, or specify another location to store them. If you have images already stored on a hard disk, you can simply allow Aperture to access them without changing their current locations. You can choose how images are named and include other information that is recorded with each image to help identify it. For example, you can specify the event name, date, time, photographer, and location, as well as copyright information.

You can also specify other import options, such as whether you want Aperture to group related images together in stacks. For example, if you have bracketed images or images shot in quick succession, you can have Aperture import and stack these images together to make reviewing and working with them easier.

Importing Files from Your Body of Work

You can easily import your collection of archived digital images into Aperture from any hard disk or storage device connected to your computer. When importing legacy images from your portfolio, you can move them into the main Aperture Library, or simply identify where the images are located, and Aperture adds them to its management system without changing the image locations. This means that with Aperture, you can still work with your images in their current organization and on multiple hard disks without relocating or reorganizing your current files. You can also move or copy images to new locations when needed.

Aperture can also import your iPhoto Library and files stored in a variety of common file types and formats, including:

- GIF
- JPEG
- JPEG2000
- PNG
- PSD
- RAW files from a variety of supported digital cameras
- TIFF

Note: For a list of supported digital cameras, go to http://www.apple.com/aperture.

For more information about importing images, see Chapter 4, "Importing Images," on page 87.

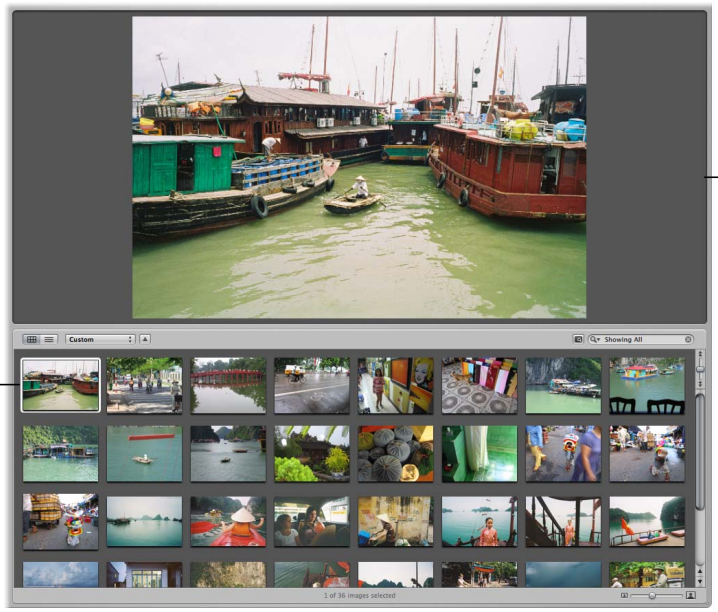
Photo Editing with Aperture

Aperture allows you to easily view and work with your images onscreen. It provides easy-to-use tools and controls, as well as efficient methods for rating images, searching for images, and comparing and adjusting them.

Viewing and Working with Images in the Browser and Viewer

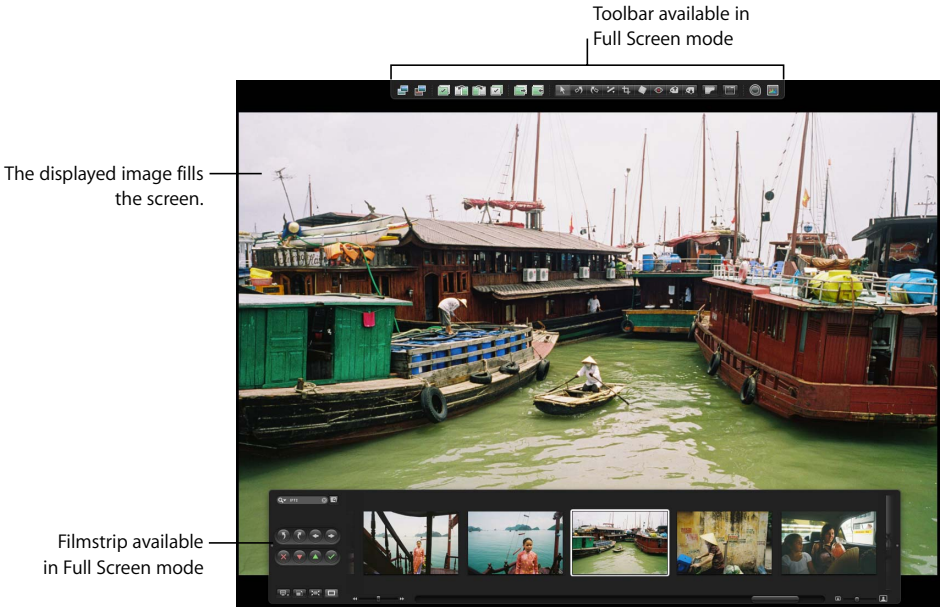
To work with your images, you select a project in the Projects panel and Aperture displays that project's images in the Browser. You use the Browser to review, organize, and select images.

When you select a thumbnail image in the Browser, the image appears in the Viewer.



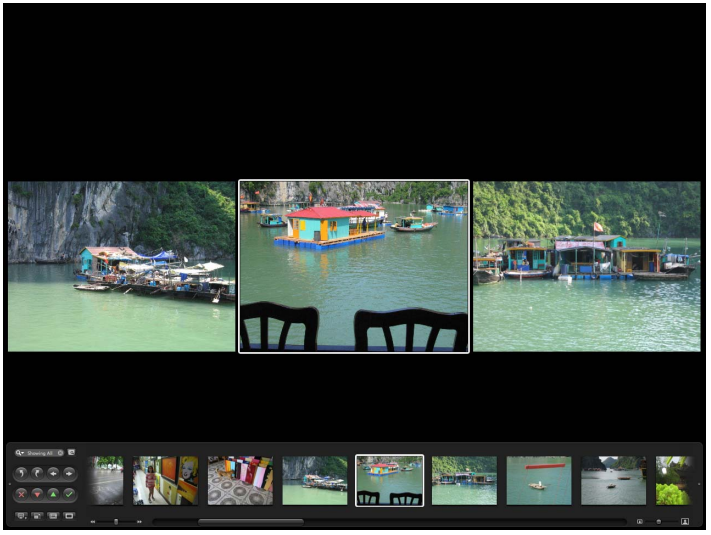
The Browser can show your images as thumbnails arranged in a grid. You can click an individual image to select it, and a white border appears around the image. To quickly move to and select other images, press the arrow keys. You can drag images to rearrange them in the Browser, or drag them into different projects or albums. You can also display your images as a list of files.

You can also view your images in Full Screen mode, where you can work with them in detail.



To see images in Full Screen mode, you press F. Press F again to switch back to the Viewer.

In Full Screen mode, you can change the display of images to show single images, three images, or up to ten images at once. For more information about using Full Screen mode, see Chapter 7, "Viewing Images in Full Screen Mode," on page 163.



Displaying your images clearly and accurately is a pivotal function of Aperture. With Aperture you can take advantage of the latest display technology and view and work with your images in Full Screen mode and on dual displays.

Using Aperture with two displays is ideal for creating a large workspace. You can easily compare and adjust images, play slideshows, and present the best of your photos at optimal size during client reviews.

Working with Heads-Up Displays

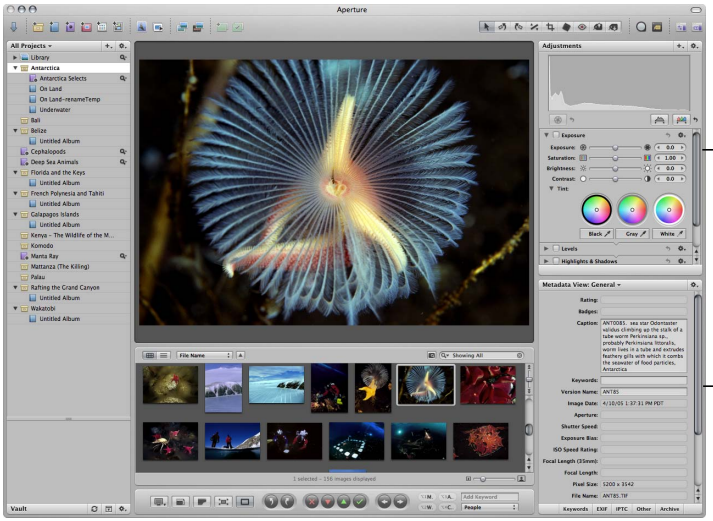
To work efficiently in Aperture, you can use floating panels of controls called *heads-up displays* (HUDs) to change images. For example, when you view images in Aperture in Full Screen mode, you can open an Adjustments HUD to adjust your images.

HUDs are available for use in Full Screen mode and can make adjusting images easier.

As you work on your images, you can position HUDs anywhere on the screen and use them to make changes. For example, Aperture provides a Keywords HUD that you can use to quickly assign keywords to your images. To assign a keyword, you simply drag it from the Keywords HUD to the image.

Working with Inspectors

Aperture also provides an Adjustments Inspector for applying adjustments and a Metadata Inspector that allows you to review and assign metadata to your images. You can show or hide the Adjustments and Metadata Inspectors together or individually whenever you want. Showing the Inspectors panel is as easy as double-clicking an image in the Browser or pressing the I key.



For more information about making adjustments and retouching your images, see *Performing Image Adjustments* in the Aperture Help menu.

Rating Images with Aperture

You can rate images as you review them in the Viewer or the Browser, or in Full Screen mode. Rating controls appear below the Browser and in the filmstrip in Full Screen mode. By selecting an image and clicking a rating button, you can quickly rate images as rejected, or assign them from one to five stars (with five stars being the highest, or Select, rating). Image ratings appear as easy-to-read overlays on the image.

Five stars indicate the highest rating (Select).
Stars indicate a positive rating.
An X indicates a negative rating (Reject).

Once images are rated, you can have Aperture display only images of a certain rating, so you can focus on a particular group of images. For more information about rating your images, see Chapter 9, "Rating Images," on page 187.

Finding and Displaying Images with the Query HUD

You can use the Query HUD to search for and display only certain photos in a project or album. Click the Query HUD button beside the search field in the Browser and the Query HUD appears. In the Query HUD, you can specify criteria for the photos you want to work with.

You can enter any search criteria you want to display specific images. You can also display images based on rating, date when shot, keywords, or import group. After you specify the search criteria, Aperture displays only those images that match the criteria and hides the rest. For more information about searching for images, see "Searching for and Displaying Images" on page 247.

Comparing Photos

Aperture allows you to carefully compare images. You select an image and press Return to have Aperture display it for comparison against other images in a selection.

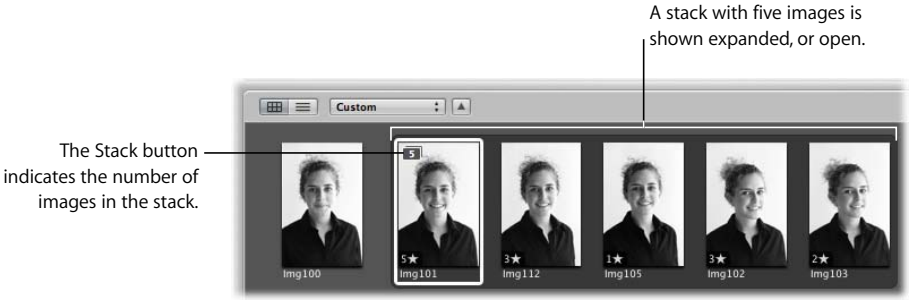
Select an image and press Return to select it as the "compare" image.

Select an image for comparison by pressing the arrow keys.

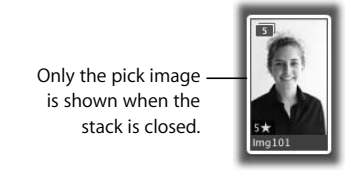
While comparing images, you can rate the selected images or make adjustments to them. For example, you might use the comparison method to make final selections of the best images in a series. Or, you might compare two versions of an image and make adjustments.

Stacking Images

Photographers frequently work with large selections of images. To help you work efficiently with a series of shots, such as bracketed shots or shots taken in quick succession, Aperture can automatically stack related shots. You can also select and manually stack related shots yourself and review them for a "pick", the image that you intend to use.



Once photos are in a stack, you can work with them as if they were a single image instead of many individual photos. A stack appears as a series of linked photos in the Browser. The pick of the stack appears on the left with a Stack button. You can drag an image in the stack into the pick position. By clicking the Stack button, you can close the stack so that only the pick image appears. You can then work with the single pick image without the encumbrance of the other stacked photos. You can expand a stack to see all its images whenever you want.



Working with stacks can greatly increase the efficiency of reviewing large collections of photos. For more information about working with stacks of images, see Chapter 8, "Stacking Images and Making Picks," on page 175.

Assigning Keywords to Images

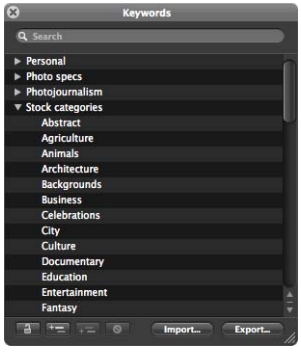
Carefully assigning keywords to images is critical for the photographer who needs a means to easily locate specific images among thousands. Applying keywords is also required if you plan to sell images to image libraries, such as Corbis or Getty Images.

You can use Aperture to assign keywords to images using standard IPTC fields (the standard metadata fields defined by the International Press Telecommunications Council). You can also select images and assign keywords that you define.

You can display images in the Viewer with their version names and any assigned keywords appearing on or below the image.

Keywords and other metadata

The Keywords HUD lists all the keyword categories and keywords that you define. For example, if you shoot weddings, you might create a wedding category with specific keywords that include *Candid*, *Ceremony*, *Guests*, and so on.



You can apply a keyword directly to a selected image or group of images by dragging it from the Keywords HUD to the selection in the Viewer or Browser.

You can also show keyword controls in the control bar at the bottom of the Aperture main window by choosing Window > Show Keyword Controls.

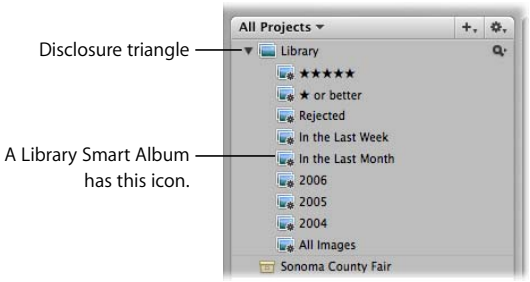
Using these simple controls, you can display different categories of keywords and easily apply those keywords with a quick click or keystroke.

Your Aperture keyword scheme can ensure comprehensive accessibility to your images, and even help with the management of your copyrights, sales, and usage rights. For more information about assigning keywords, see Chapter 10, "Applying Keywords to Images," on page 199.

Grouping Images with Smart Albums

Photographers often need an easy way of regrouping and presenting images based on the needs of a client or project. For example, a corporate client might call to request images of a general location or subject, such as airports or Asian temples, to be included with future collateral. Aperture allows you to easily make selections from across the entire library of images and group them in Smart Albums, which are albums that can be dynamically generated based on search criteria you specify.

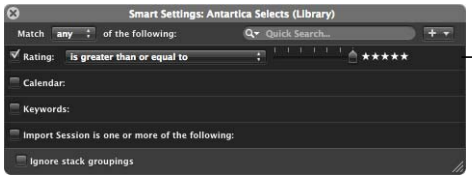
Aperture comes with a selection of predefined Smart Albums set up in the Library for you. For example, there are Smart Albums that gather all your select images, all images taken in the last week, and all images taken in the last month. When you click the Library disclosure triangle, you see the list of Smart Albums created for you. Select a Smart Album to see its contents in the Browser



Although a Smart Album appears similar to the other projects or albums in the Projects panel, the contents of the album are specified by search criteria. You don't import master files or versions into a Smart Album. You use the Query HUD to specify the image keywords or other criteria that identify the images you want, and image versions automatically appear in the album. By adjusting the search criteria, you change the contents of the Smart Album.

For example, after creating an empty Smart Album in the Projects panel, you might specify that you want any image that is rated five stars.

Aperture searches across the Library and displays all the images rated five stars in the Smart Album. New images rated five stars are added to the Smart Album automatically.



In the Query HUD, specify the search criteria for images you want in the Smart Album.

You can work with the photos in the Smart Album just as you can with images in any other album.

You can make Smart Albums that gather images from across the entire Library or from within a specific project only. When you no longer need a Smart Album, you can delete it, and the contents of the Library remain the same (the Smart Album's images are not deleted from the Library). For more information about using Smart Albums, see Chapter 13, "Grouping Images with Smart Albums," on page 267.

Image Processing

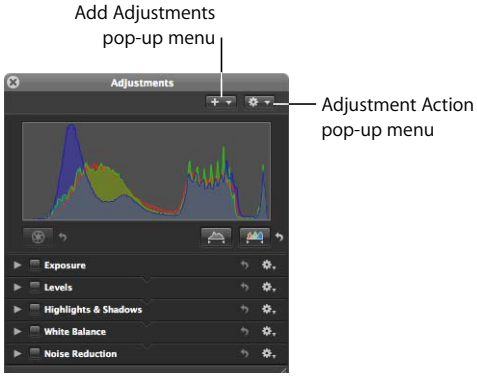
You can use Aperture to crop, rotate, horizontally align, and remove red-eye from images, as well as adjust color and exposure, reduce noise, and so on.

Aperture provides controls for performing many types of image adjustments, including:

- RAW image fine-tuning
- Exposure adjustments
- Color adjustments
- White-balance adjustments
- Red-eye correction
- Spot and patch corrections
- Straightening
- Cropping
- Highlights and shadows adjustments
- Monochrome color mixing
- Choosing monochrome colors
- Applying sepia tones
- Noise-reduction adjustments
- Image sharpening
- Edge-sharpening adjustments

For especially efficient image adjusting, you can save adjustment settings as presets (collections of saved adjustments) and apply the same adjustments to many images at once.

You can adjust your images using the controls in the Adjustments HUD.



The controls in the Adjustments HUD are also available in the Adjustments Inspector. You can also easily export your images to a third-party application such as Adobe Photoshop, make adjustments, and then bring the adjusted image back into Aperture. For detailed information about making adjustments to your images, see *Performing Image Adjustments* in the Aperture Help menu.

Distribution

When it's time to show your work to others, Aperture provides the following methods of distribution:

- Creating slideshow presentations
- Performing Light Table reviews
- Creating web galleries and web journals
- Ordering printed books
- Printing and exporting images

Presenting Your Images in Slideshows

You can use Aperture to make slideshow presentations to clients or viewers. Using one or two large-screen displays, you can set Aperture to present slideshow images in a variety of ways. For example, you can present images as a sequence of single images or as multiple images in columns and rows on your screen. You can also customize your slideshow by setting the display interval, choosing accompanying music, using transitional fades, changing the background, and more. You can control the slideshow using the arrow keys on your keyboard or have images appear automatically.

To create a slideshow, you select the images you want to show and choose File > Slideshow. For more information about creating slideshows, see Chapter 16, "Creating Slideshow Presentations," on page 311.

Reviewing Images in the Aperture Light Table

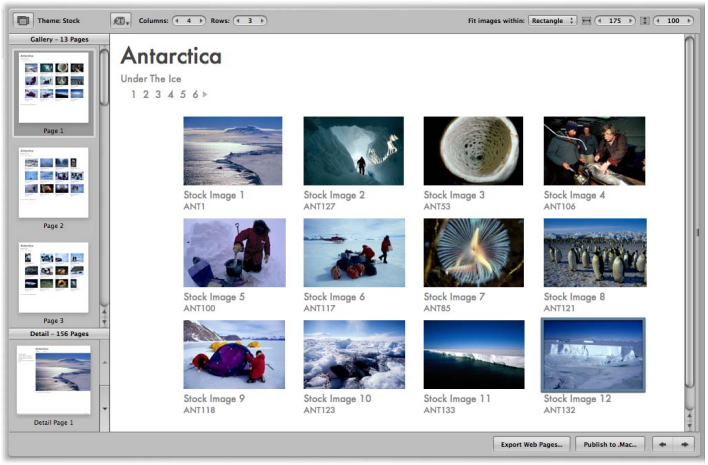
You can use the Aperture Light Table to freely arrange and organize a group of images visually to see how various combinations of images work together. Or, you can arrange a combination of images and print them in specific geometric arrangements. When viewing a selection of images in the Light Table, you can freely drag the images into any position or arrangement you want, and resize them to determine how they might look grouped on a page.

For more information about using the Light Table, see Chapter 17, "Using the Light Table," on page 323.

Publishing Your Images in Web Galleries and Web Journals

To provide clients or the public the convenience of an online review, you can use Aperture to create webpages and websites. With Aperture, you can easily post your webpages to your .Mac account, or you can post them to your own website server and then provide the Internet address to clients or other reviewers.

Aperture provides ready-made themes and webpage layouts that you can quickly choose for the design of your pages.



To create webpages that present a gallery of your images, you create a web gallery album and use the Webpage Editor to design your pages. When you place images in the album, Aperture automatically populates your web gallery with your images.

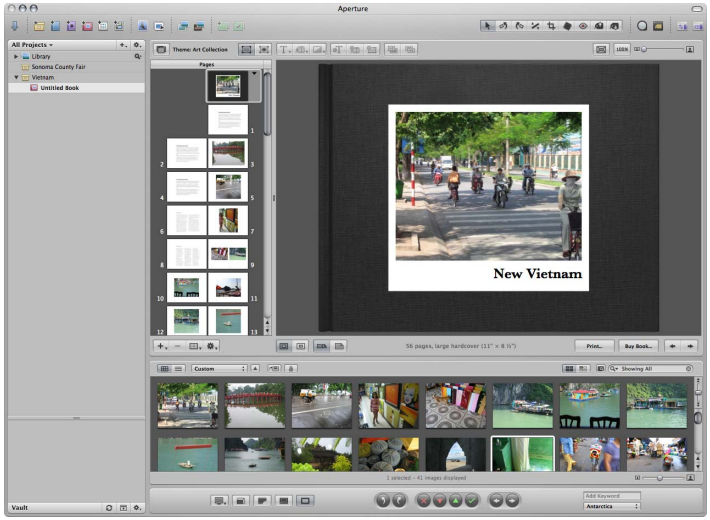
The new album you created appears in the Projects panel.
The Webpage Editor shows with the selected images.
Antarctica
Under The Ice

You can also create a web journal, which allows you to mix text and images on the webpage. For example, you might create a web journal that chronicles your latest trip and include your photos. You create web journal pages by creating a web journal album and using the Webpage Editor to design your pages. For more information about creating web galleries and web journals, see Chapter 18, "Creating Webpages," on page 333.

Printing Your Images in Books

You can lay out images and combine them with text to create books. Aperture provides a Book Layout Editor that allows you to easily combine your images with text on the page. Aperture also provides master templates that you can use to compose pages. You can easily create professional-looking pages for art books, wedding albums, picture books, and more.

You create a book by creating a book album and using the Book Layout Editor to design the book's pages.



In the Book Layout Editor, you select a page's thumbnail image to see an enlarged view of the page's layout and contents. You can also change the page design, and the current page is automatically updated to the format you chose. To add an image, you drag it from the Browser into a photo box on the page. For more information about creating books, see Chapter 19, "Creating Books," on page 357.

Printing and Exporting Images

You can also easily print individual images in standard and custom print sizes and print collections of images on contact sheets. Aperture has many preset printing options to help facilitate printing. You can also customize print settings to get the optimum use of your printer and meet custom print requirements. For more information about print options, see Chapter 14, "Printing Your Images," on page 277.

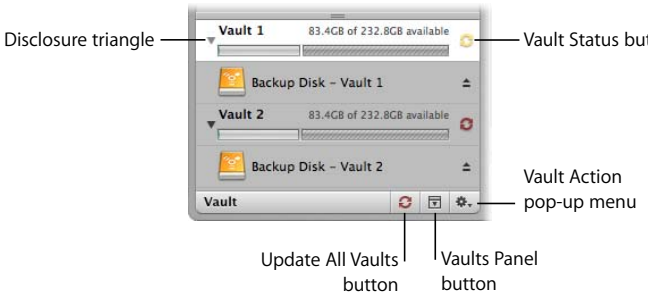
When you need to deliver digital files to clients, prepare files for posting on websites, or transfer files to other computers or users, you can export images in a variety of formats. You can export your original digital master files as well as versions that you've created. Aperture provides many preset options for exporting files in a variety of file sizes and formats, and you can add custom touches such as watermarks or copyright information. When you export images, you can assign custom filenames and export all or a selection of the metadata associated with an image. For example, you can send an editor a digital file complete with the IPTC information you've added. Aperture also enables you to quickly email images. For more information about exporting images, see Chapter 15, "Exporting Your Images," on page 291.

Backing Up Your Work

After importing images from your camera and erasing memory cards in preparation for the next shoot, the only record of your images is stored on your hard disks. It's vital that you back up your files on storage media separate from your computer and its hard disks. Backing up your photos and storing the backups in a safe place can save your work from catastrophes such as fire, theft, storm-related disruptions, or equipment failure.

Aperture backs up your managed images (images that are stored in the Aperture Library) and all information, such as versions, metadata, and previews, associated with them on vaults located on hard disk drives. Aperture doesn't back up the digital master files of referenced images located outside the Aperture Library. You must maintain your own backup system of referenced image master files. Aperture does back up the versions, previews, and metadata information associated with referenced images, but does not back up the master images themselves.

You can view your vaults in the Vaults panel. There are several controls that you'll use when you update vaults to back up your images.



You can create multiple vaults to provide duplicate backups. Each vault holds a backup copy of the entire Aperture Library.

After you import new images into Aperture, you should immediately make a backup of the newly imported files. Once the images are backed up, you can depend on the reliable Aperture backup functions to track all the versions of your photos and the work you have done with them.

For an explanation of the Aperture backup and archiving features, see Chapter 20, "Backing Up Your Images," on page 399.

The Aperture Interface

2

The Aperture interface is modeled around acquiring, editing, processing, and distributing photos.

This chapter describes the names and functions of the Aperture interface elements. Use this chapter to orient yourself while learning Aperture. To find detailed information about the concepts described in this chapter, read the chapter about the topic. You can also search for terms associated with Aperture in the index and glossary.

This chapter covers:

- The Aperture Main Window (p. 40)
- Projects Panel (p. 41)
- Viewer and Browser (p. 42)
- Control Bar (p. 43)
- Toolbar (p. 45)
- Adjustments Inspector (p. 49)
- Metadata Inspector (p. 50)
- Import Panel (p. 52)
- Vaults Panel (p. 53)
- Book Layout Editor (p. 54)
- Webpage Editor (p. 57)
- Light Table (p. 60)
- Heads-Up Displays (p. 61)
- Workspace Layouts (p. 64)
- Customizing the Toolbar (p. 65)
- Setting Aperture Preferences (p. 67)

The Aperture Main Window

The Aperture main window contains the following areas.

Note: The inspectors are not shown by default. You can show or hide the Inspectors panel by pressing I.

Arranging the Interface

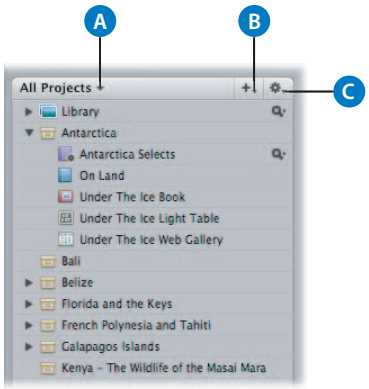
Aperture provides three preconfigured workspace layouts: Basic, Maximize Browser, and Maximize Viewer. The areas in the Aperture interface are resizable, and you can customize any of these workspaces to suit your workflow.

To view the workspace layout shown above, choose Window > Layouts > Basic, then press I to show the Inspectors panel.

For more information about workspace layouts, see "Workspace Layouts" on page 64.

Projects Panel

The Projects panel holds containers—projects, folders, and albums—with which you can organize your images. You can create Smart Albums that automatically find and store images based on search criteria you specify. You can also create webpages (photo galleries and online journals), Light Table arrangements, and books.

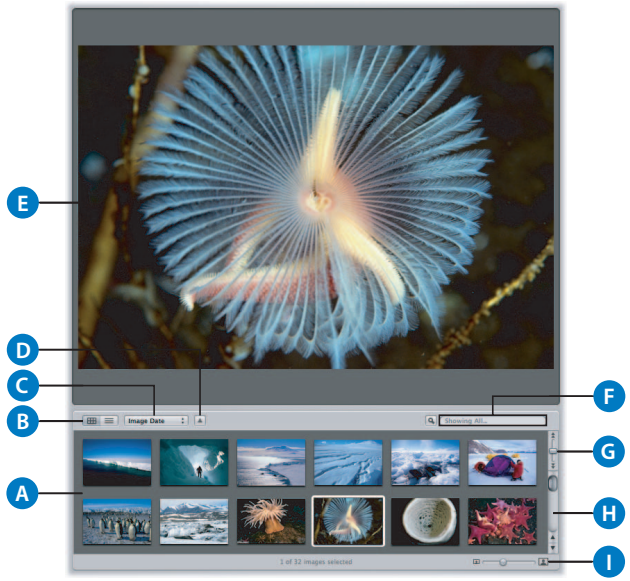


A	**Projects pop-up menu**	Choose to show all, your favorite, or recently selected projects by choosing an option from the pop-up menu.
B	**Add to Library pop-up menu**	Create new projects and albums, including web gallery, web journal, Light Table, and book albums, from this pop-up menu. You can automatically fill your albums with selected images or create empty albums. You can also create Smart Albums, which you fill by specifying search criteria such as filenames or dates.
C	**Project Action pop-up menu**	Add and remove favorite items or export projects from this pop-up menu

To learn more about using the Projects panel, see Chapter 3, "Working with Aperture Projects," on page 71.

Viewer and Browser

The Viewer and Browser work together to display a project's or album's images. When you select a project or album in the Projects panel, images appear in the Browser. When you select one or several image thumbnails in the Browser, those images are displayed in the Viewer. You can use the Viewer to examine an image at its full size or compare multiple images side by side.



A	**Browser**	The Browser displays the contents of any project or album selected in the Projects panel. By default, the Browser displays images in a project or album as a set of gridded image thumbnails. You can also view your images in list view.
B	**Grid View/List View buttons**	Display the Browser contents in grid view (a grid of image thumbnails) or in list view (a list of sortable file data).
C	**Sorting pop-up menu**	Sort your images by a variety of sort properties in this pop-up menu, or define your own custom sort criteria.
D	**Sort Direction button**	Use this button in conjunction with the Sorting pop-up menu to arrange the order of your images.
E	**Viewer**	The Viewer displays the images you've selected in the Browser. You can apply adjustments, keywords, and metadata to an image in the Viewer.
F	**Query HUD button and search field**	Search for images by entering a term in the search field or choosing an option from the search field pop-up menu (with a magnifying glass icon). To perform a more complex search for images using the Query HUD, click the Query HUD button (to the left of the search field).

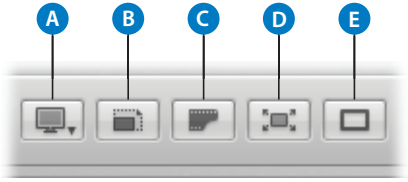
G	**Shuttle control**	Use the Shuttle control to quickly move through your image thumbnails.
H	**Scroll bar**	Use the scroll bar to scroll through your image thumbnails.
I	**Thumbnail Resize slider**	Use the Thumbnail Resize slider to quickly change the size of your image thumbnails.

To learn more about using the Browser and Viewer, see Chapter 5, "Working with Images in the Browser," on page 119 and Chapter 6, "Displaying Images in the Viewer," on page 145.

Control Bar

The control bar contains buttons and controls you can use to rotate, rate, and navigate through images, as well as apply keywords to them. It runs across the bottom of the Aperture main window. If you don't need the control bar, you can hide it by choosing Window > Hide Control Bar (or press D).

Display Controls

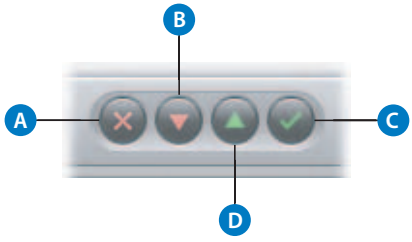


A	**Viewer Mode pop-up menu**	Choose how to view your images and arrange your displays from this pop-up menu. For more information, see Chapter 6, "Displaying Images in the Viewer," on page 145.
B	**Zoom Viewer button**	Click this button to move between viewing an image at actual size and fitting the image to the Viewer's screen size.
C	**Show Master Image button**	Click this button to view the original digital master file without any applied adjustments. Click again to switch the view back to the current version.
D	**Full Screen button**	Click this button to switch to Full Screen mode. For more information, see Chapter 7, "Viewing Images in Full Screen Mode," on page 163.
E	**Primary Only button**	Click this button to temporarily change between making metadata changes to all selected images or the primary selection only.

Rotate Buttons

A	**Rotate Left**	Click this button to rotate the selected image to the left.
B	**Rotate Right**	Click this button to rotate the selected image to the right.

Rating Buttons



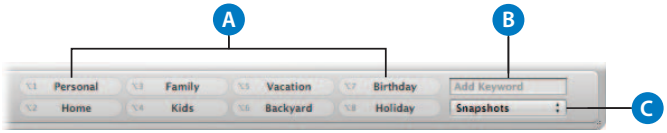
A	**Reject**	Click this button to give the selected image a Reject rating.
B	**Decrease Rating**	Click this button to decrease the rating of the selected image.
C	**Select**	Click this button to give the selected image a Select rating (five stars).
D	**Increase Rating**	Click this button to increase the rating of the selected image.

To learn more about rating your images, see Chapter 9, "Rating Images," on page 187.

Navigation Buttons

A	**Previous Image**	Click this button to go to the previous image.
B	**Next Image**	Click this button to go to the next image.

Keyword Controls



A	**Individual keyword buttons**	Click any of these buttons to apply a preset keyword to a selected image or group of images Hold down Shift and click the button to remove the keyword.
B	**Add Keyword field**	Enter a new keyword, then press Return. Aperture creates a new keyword and applies it to the selected image.
C	**Keyword Preset Group pop-up menu**	Choose a keyword preset group to display on the keyword buttons, or edit the buttons in an existing keyword preset group.

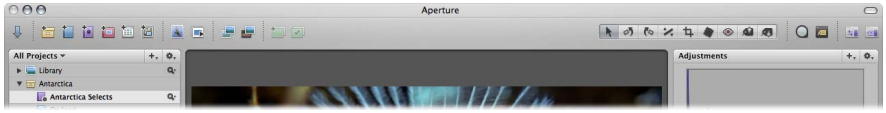
Note: If the Adjustments and Metadata Inspectors are shown, there may not be enough room to show the entire control bar. In that case, the keyword controls are not shown. You can hide the Inspectors panel by pressing I.

To learn more about applying keywords, see Chapter 10, "Applying Keywords to Images," on page 199.

Toolbar

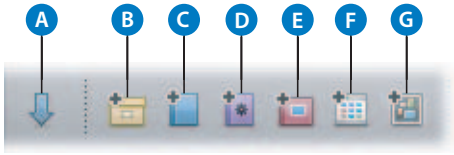
The toolbar is a collection of buttons and tools located at the top of the Aperture main window. Its buttons and tools are grouped by function: there are buttons for creating projects, organizing images, and configuring the Aperture workspace, as well as tools for applying adjustments. The toolbar is shown by default, but you can hide it by choosing View > Hide Toolbar.

You can customize the toolbar. For more information, see "Customizing the Toolbar" on page 65.



Note: Because you can customize the toolbar, adding and deleting the buttons you want, your toolbar may appear different from the one pictured in this manual.

Import and Project Buttons



A	**Import Panel**	Click this button to show or hide the Import panel. When you select either the camera, a memory card, or a mounted drive, the Import dialog appears. For more information, see "Import Panel" on page 52.
B	**New Project**	Click this button to create a new project. You will have the option to create an empty project, a project with any images you've selected, or a project with all the images in the Browser.
C	**New Album**	Click this button to create a new album containing your current image selection.
D	**New Smart Album**	Click this button to create a new Smart Album. For more information, see Chapter 13, "Grouping Images with Smart Albums," on page 267.
E	**New Book Album**	Click this button to create a new book album. For more information, see Chapter 19, "Creating Books," on page 357.
F	**New Web Gallery Album**	Click this button to create a new web gallery album. For more information, see Chapter 18, "Creating Webpages," on page 333.
G	**New Light Table Album**	Click this button to create a new Light Table album. For more information, see Chapter 17, "Using the Light Table," on page 323.

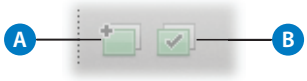
Email and Slideshow Buttons

A	**Email**	Click this button to open your email program and attach selected images.
B	**Slideshow**	Click this button to initiate a slideshow of the selected images.

Version Buttons

A	**Duplicate Version**	Click this button to duplicate the selected image version, with all applied metadata and adjustments.
B	**New Version From Master**	Click this button to create a new version from a selected image's digital master file.

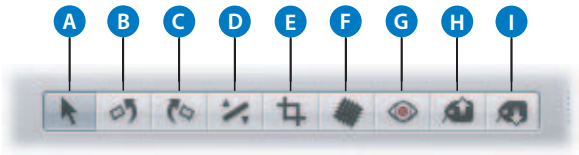
Stacking Buttons



For details about working with stacks, see Chapter 8, "Stacking Images and Making Picks," on page 175.

A	**Stack**	Click this button to group the selected images in a stack.
B	**Stack Pick**	Click this button to mark the selected image as the stack's pick, or best image.

Adjustment Tools

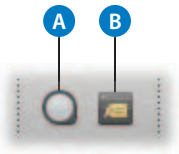


A	**Selection**	Select projects, albums, and images with this tool.
B	**Rotate Left**	Rotate an image to the left with this tool. You can use this tool to rotate an image displayed in the Viewer or Browser.
C	**Rotate Right**	Rotate an image to the right with this tool. You can use this tool to rotate an image displayed in the Viewer or Browser.
D	**Straighten**	Use the guides to help manually straighten (or level) the selected image.
E	**Crop**	Trim the selected image with this tool.
F	**Spot & Patch**	Remove imperfections in the image, such as sensor dust, with this tool. The tool either copies the pixels around the blemish ("spotting") or copies pixels from another area of the image ("patching").

G	**Red Eye**	Reduce red-eye, occurring when the subject's retinas reflect light from your camera's flash, with this tool.
H	**Lift**	Copy a set of metadata and adjustments, including cropping and straightening of images, from a selected image with this tool.
I	**Stamp**	Stamp, or apply, a copied set of adjustments or metadata to one or several images with this tool.

For more information about working with the adjustment tools, see *Performing Image Adjustments* in the Aperture Help menu.

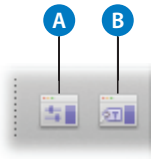
Loupe and Keywords HUD Buttons



A	**Loupe**	Click this button to open the Loupe tool, which zooms in on your image by magnifying the area of the image it is placed over. You can adjust the diameter of the Loupe by choosing View > Increase Diameter or View > Decrease Diameter.
B	**Keywords HUD**	Click this button to show or hide the Keywords HUD.

Adjustments and Metadata Inspector Buttons

Aperture provides three layout buttons that you can use to quickly change the workspace layout.



A	**Adjustments Inspector**	Click this button to show or hide the Adjustments Inspector.
B	**Metadata Inspector**	Click this button to show or hide Metadata Inspector.

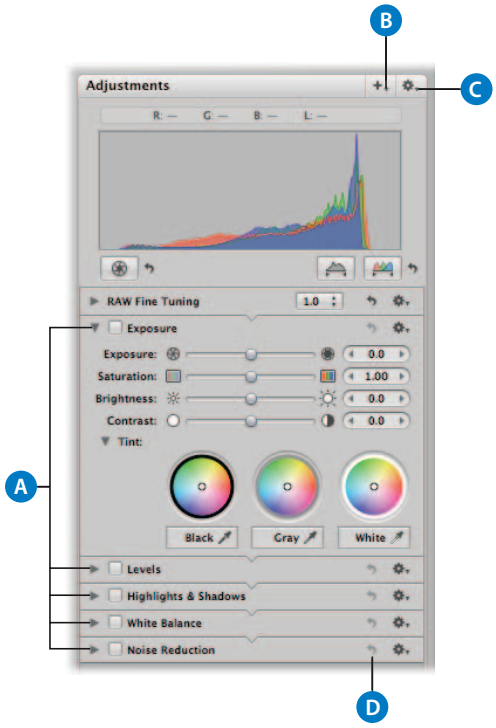
For more information about workspace layouts, see "Workspace Layouts" on page 64.

Adjustments Inspector

You can use controls in the Adjustments Inspector to apply, edit, and remove image adjustments. Controls in the Adjustments Inspector are grouped according to the type of image adjustment they perform. You can see the controls for an adjustment by clicking its disclosure triangle.

To show the Adjustments Inspector, do one of the following:

- Choose Window > Show Inspectors (or press I) to open the Inspectors panel.
- Double-click an image in the Browser to open the Inspectors panel.
- Choose Window > Show Adjustments (or press Control-A).



A	**Adjustments**	Click the disclosure triangle for an adjustment to view its controls. Select the checkbox for an adjustment to apply changes using the adjustment controls.
B	**Add Adjustments pop-up menu**	Choose the types of adjustments you want to apply to an image from this pop-up menu. When you choose an adjustment, its controls appear in the Adjustments Inspector.
C	**Adjustment Action pop-up menu**	Choose a histogram view and remove selected or all adjustments made.
D	**Reset button**	Click the Reset button for an adjustment to reset the controls to their default settings.

To remove an adjustment from an image, deselect the checkbox for the adjustment. For more information about using adjustment controls, see *Performing Image Adjustments* in the Aperture Help menu.

Although you can apply initial adjustments with the Adjustments Inspector, it's often more convenient to use the Adjustments HUD in Full Screen mode. For more information, see Chapter 7, "Viewing Images in Full Screen Mode," on page 163.

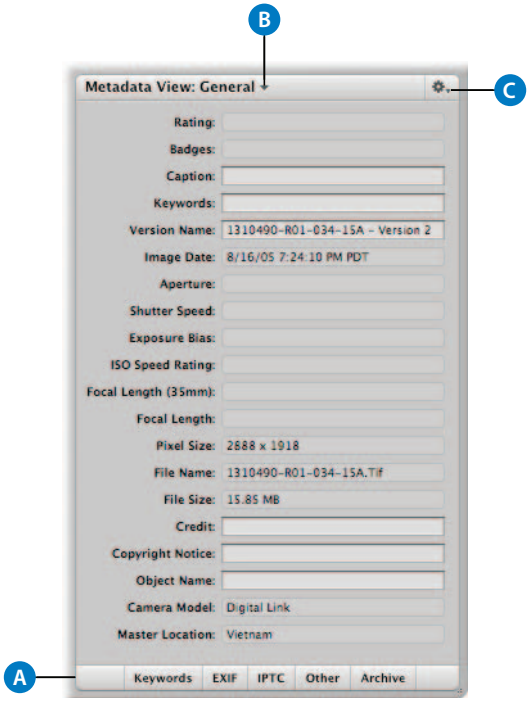
Metadata Inspector

The Metadata Inspector displays an image's caption text, keywords, version number, filename, and file size. You can also view EXIF (Exchangeable Image File) and IPTC (International Press Telecommunications Council) data associated with your image. EXIF metadata is embedded with an image file by the digital camera and includes camera settings such as shutter speed, date and time, focal length, exposure, metering pattern, and flash information. IPTC information can be embedded in a digital image with most software programs used to edit photos, and can include a caption, the place and date a photo was taken, and copyright information.

To show the Metadata Inspector, do one of the following:

- Choose Window > Show Inspectors (or press I) to open the Inspectors panel.
- Double-click an image in the Browser to open the Inspectors panel.

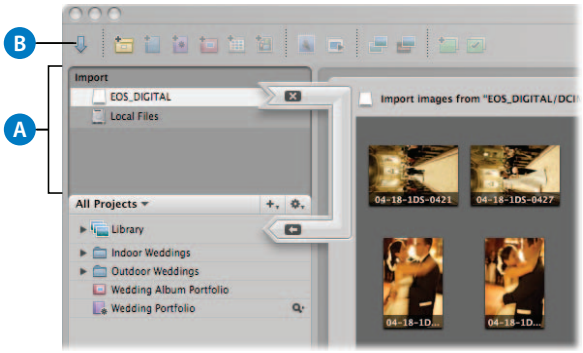
- Choose Window > Show Metadata (or press Control-D).



A	**Metadata display buttons**	Click a button to select the type of metadata to display.
B	**Metadata View pop-up menu**	Choose the metadata view being displayed from this pop-up menu.
C	**Metadata Action pop-up menu**	Choose options for editing and arranging your metadata views and for creating metadata presets from this pop-up menu.

Import Panel

The Import panel displays a list of connected cameras, card readers, and external hard disk drives, as well as local hard disks and mounted servers. To import images into Aperture, you select a device in the panel or connect a camera or card reader, and the Import dialog appears.



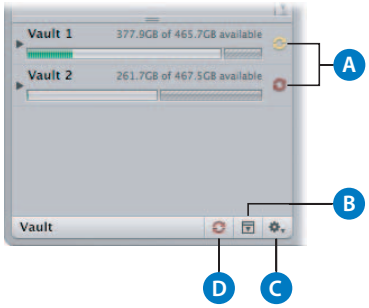
A	**Import panel**	This list displays all locations from which you can currently import images, including internal disks and connected drives.
B	**Import Panel button**	Click this button to show or hide the Import panel.

For more information, see Chapter 4, "Importing Images," on page 87.

Vaults Panel

The Vaults panel lists your backup vaults and their locations. Vaults are usually located on external FireWire drives.

As you add images to the Library, Aperture automatically tracks which managed image files have been backed up to your vault. When your vault is up to date, the Vault Status button appears black. When a change to at least one version occurs, such as an adjustment, the Vault Status button appears yellow. When Aperture determines that even a single master file has not been backed up, the Vault Status button appears red. You can have Aperture update your vaults whenever you want.

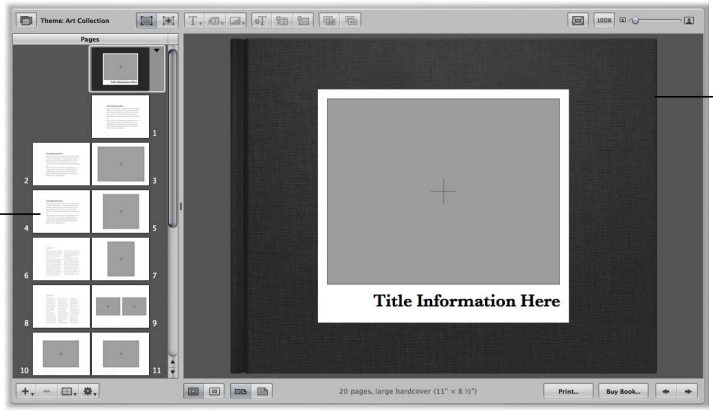


A	**Vault Status buttons**	Click the Vault Status button next to a vault to update the vault. The Vault Status button changes color to indicate the current update status of the vault. Black means the vault is up to date. Yellow means that changes have been made to images that have not been backed up. Red means that images have been added to the Library that have not been backed up.
B	**Vaults Panel button**	Click this button to show or hide the Vaults panel.
C	**Vault Action pop-up menu**	Add, remove, and update vaults from this pop-up menu.
D	**Update All Vaults button**	Click this button to update all your existing vaults.

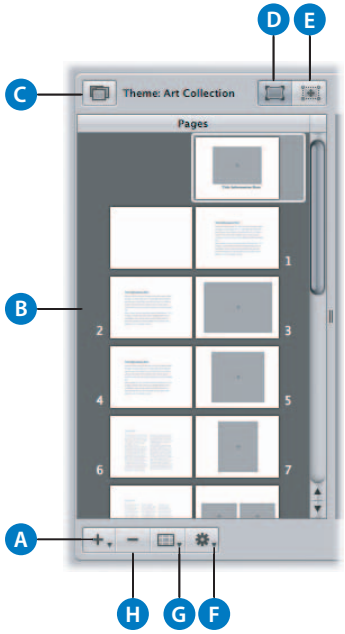
For more information, see Chapter 20, "Backing Up Your Images," on page 399.

Book Layout Editor

When you create a new book album, the Book Layout Editor appears. In it, you can create a variety of printed books to showcase your images.


Select a page to edit in the Pages panel.
Design each page in the Book Layout Editor.
Theme: Art Collection
Pages
Title Information Here
20 pages, large hardcover (11" × 8 ½")
Print...
Buy Book...

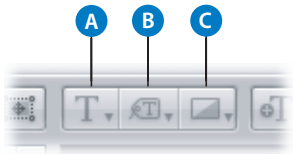
Pages Panel Area



A	**Add Pages pop-up menu**	Choose to add one or several pages to your book from this pop-up menu.
B	**Pages panel**	Select an individual book page in the Pages panel to view, or rearrange your book pages.

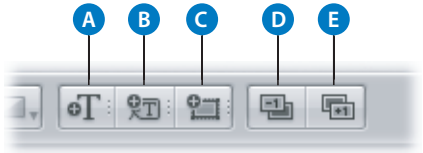
C	**Theme button**	Click this button to choose a theme and layout for your book's pages.
D	**Edit Content button**	Click this button to change images or edit text on your pages.
E	**Edit Layout button**	Click this button to change the page layout, moving and resizing text, metadata, and photo boxes on pages.
F	**Book Action pop-up menu**	Choose options to reflow the images in a book, add an index and page numbers, or add and change the look of text, metadata, and photo boxes from this pop-up menu.
G	**Set Master Page pop-up menu**	Choose the master page you want to apply to a selected page from this pop-up menu.
H	**Delete Pages button**	Click this button to delete one or several selected pages from your book.

Book Layout Controls



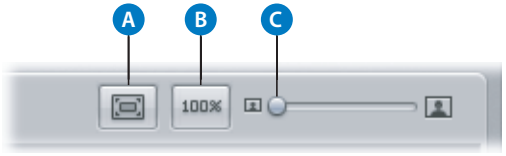
A	**Text Style pop-up menu**	Choose the style of text you want for a selected text box using this pop-up menu.
B	**Metadata Format pop-up menu**	Choose the type of metadata you want to display with your images from this pop-up menu.
C	**Photo Filter pop-up menu**	Choose a filter to change the look of images. For example, you might apply filters that change an image to black and white or sepia.

Text, Metadata, and Photo Box Buttons



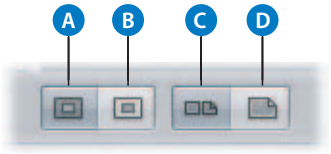
A	**Add Text Box**	Click this button to add a text box to the page.
B	**Add Metadata Box**	Click this button to add a metadata box to the page.
C	**Add Photo Box**	Click this button to add a photo box to the page.
D	**Send Backward**	Click this button to move a selected box backward in the stacking order of overlapping text or image boxes.
E	**Bring Forward**	Click this button to move a selected box forward in the stacking order of overlapping text or image boxes.

Page Display Controls



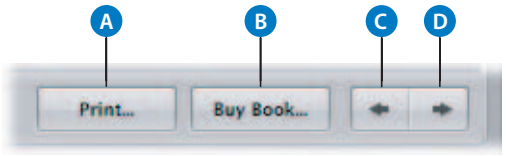
A	**Scale To Fit button**	Click this button to scale the display of your pages to fit the Book Layout Editor screen size.
B	**Actual Size button**	Click this button to view the selected page at its actual size.
C	**Display Size slider**	Drag this slider to increase or decrease the size of the page.

Cover and Page Display Buttons



A	**Large Hardcover**	Click this button to choose a large hardcover book format.
B	**Large Softcover**	Click this button to choose a large softcover book format.
C	**Show Full Spreads**	Click this button to display two facing pages.
D	**Show Single Pages**	Click this button to display single pages.

Printing and Page Navigation Buttons



A	**Print**	Click this button to print your book's pages.
B	**Buy Book**	Click this button to purchase a printed copy of your book from Apple's print vendor.
C	**Previous Page**	Click this button to go to the previous page of your book.
D	**Next Page**	Click this button to go to the next page of your book.

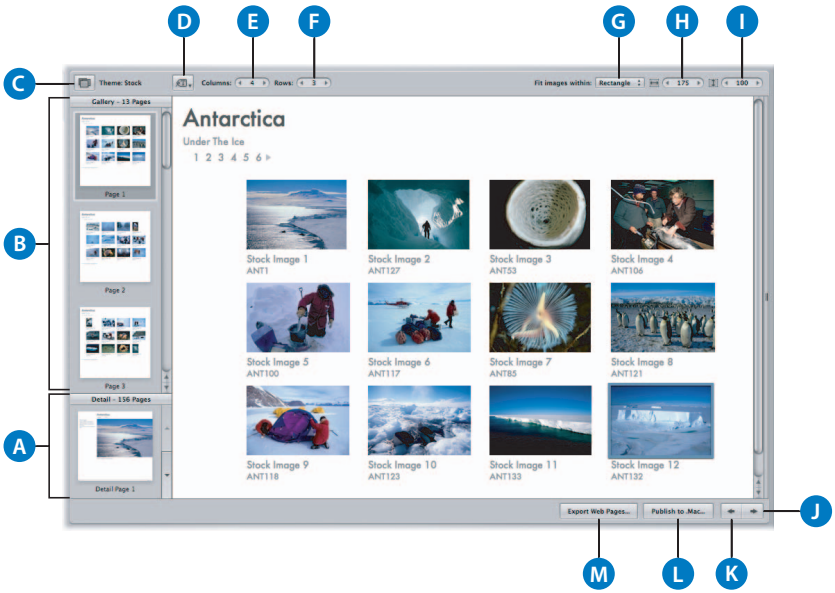
To learn more about creating books, see Chapter 19, "Creating Books," on page 357.

Webpage Editor

You can use the Webpage Editor to create professional-quality, gallery-style pages and web journal pages for displaying your images. After designing your pages, you can post them to your .Mac account or web server. The controls in the Webpage Editor differ slightly depending on whether you have selected a web gallery album or a web journal album.

Web Gallery Controls

To work with a web gallery in the Webpage Editor, select a web gallery album in the Projects panel and select a page to view from the thumbnail pages on the left side. When the selected page appears, you can add and arrange images and text.

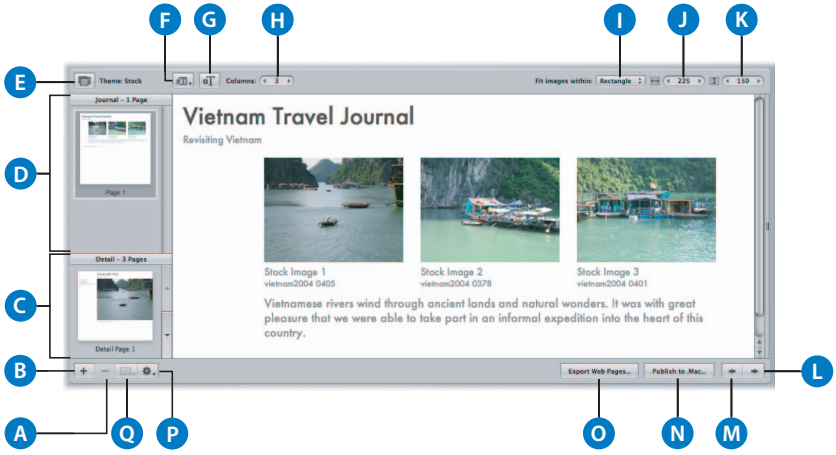


A	**Detail Images panel**	Click the thumbnail image in this panel to see the enlarged version of the selected image.
B	**Gallery Pages panel**	Click a page's thumbnail to see the enlarged version.
C	**Site Theme button**	Click this button to choose a theme, or layout, for your webpages.
D	**Metadata View pop-up menu**	Choose a metadata view to use with the webpage images from this pop-up menu.
E	**Columns value slider**	Specify the number of columns you want on a page.
F	**Rows value slider**	Specify the number of rows you want on a page.
G	**"Fit images within" pop-up menu**	Choose how to display images on the webpage.
H	**Width value slider**	Specify the width of the images displayed on the page.
I	**Height value slider**	Specify the height of the images displayed on the page.

J	**Next Page button**	Click this button to go to the next web gallery page.
K	**Previous Page button**	Click this button to go to the previous web gallery page.
L	**Publish to .Mac button**	Click this button to publish your finalized webpages to your .Mac account. For more information, see "Exporting to .Mac" on page 348.
M	**Export Web Pages button**	Click this button to export your webpages. For more information, see "Exporting Webpages as HTML Files" on page 350.

Web Journal Controls

You can also create journal-style webpages, mixing paragraphs of text and images, to display on the web. When working with a web journal, you can manually arrange images and text on the page.



To work with a web journal in the Webpage Editor, select a web journal album in the Projects panel, and select a page to view from the thumbnail pages on the left side. When the selected page appears, you can add and arrange images and text.

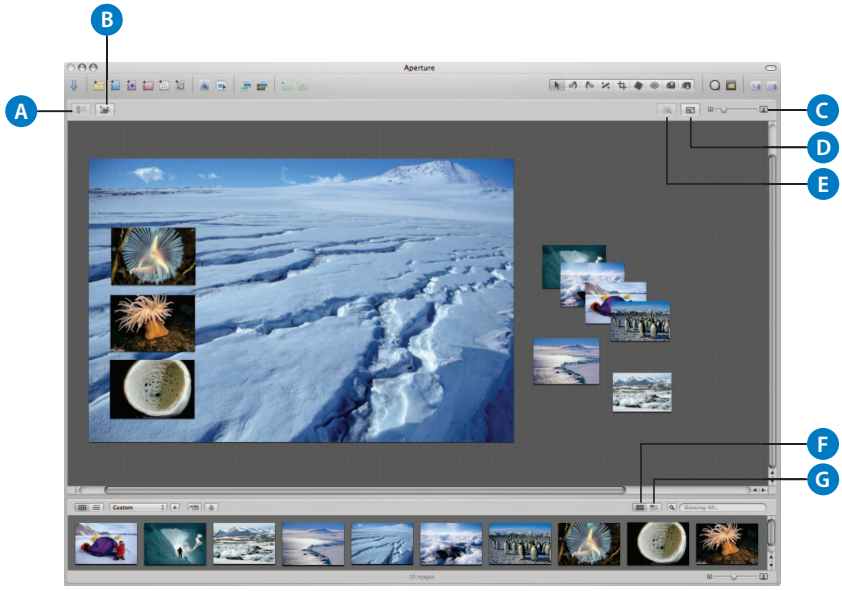
A	**Remove Page button**	Click this button to remove a selected page from your web journal.
B	**Add Page button**	Click this button to add a page to your web journal.
C	**Detail Images panel**	Click the thumbnail image in this panel to see the enlarged version of a selected image.
D	**Journal Pages panel**	Select a page's thumbnail in this panel to see the enlarged version.
E	**Site Theme button**	Click this button to choose a theme, or layout, for your webpage.
F	**Metadata View pop-up menu**	Choose a metadata view to use with the webpage images from this pop-up menu.
G	**Add Text Box button**	Click this button to add a text box to the current webpage.
H	**Columns value slider**	Specify the number of columns you want on a page.

I	**"Fit images within" pop-up menu**	Choose how images appear on the webpage from this pop-up menu.
J	**Width value slider**	Specify the width of the images displayed on the page.
K	**Height value slider**	Specify the height of the images displayed on the page.
L	**Next Page button**	Click this button to go to the next webpage.
M	**Previous Page button**	Click this button to go to the previous webpage.
N	**Publish to .Mac button**	Click this button to publish your finalized webpages to your .Mac account. For more information, see "Exporting to .Mac" on page 348.
O	**Export Web Pages button**	Click this button to export your webpages. For more information, see "Exporting Webpages as HTML Files" on page 350.
P	**Page Action pop-up menu**	Rearrange the order of images and choose the conditions for automatically adding pages to your web journal from this pop-up menu.
Q	**Page Template pop-up menu**	Choose a page template, or layout, from this pop-up menu.

To learn more about creating webpages, see Chapter 18, "Creating Webpages," on page 333.

Light Table

The Light Table provides an open workspace where you can freely arrange images. You can use the Light Table to review and compare images, create mockups of webpages, compare color values in a selection of images before applying color corrections, or do anything else that involves viewing and comparing your images.



A	**Put Back button**	Click this button to remove a selected image from the Light Table.
B	**Uncover button**	Click this button to reveal images that are covered by other images in the Light Table.
C	**Light Table Zoom slider**	Drag the Light Table Zoom slider to change the Light Table's size.
D	**Scale to Fit All Items button**	Click this button to fit the entire Light Table on your screen.
E	**Navigator button**	When the Light Table is larger than your screen, click this button to reposition your view on another area of the Light Table.
F	**Show All Images button**	Click this button to see the entire contents of the Light Table album in the Browser.
G	**Show Unplaced Images button**	Click this button to see only images in the Browser that are not yet placed in the Light Table.

To learn more about the Light Table, see Chapter 17, "Using the Light Table," on page 323.

Heads-Up Displays

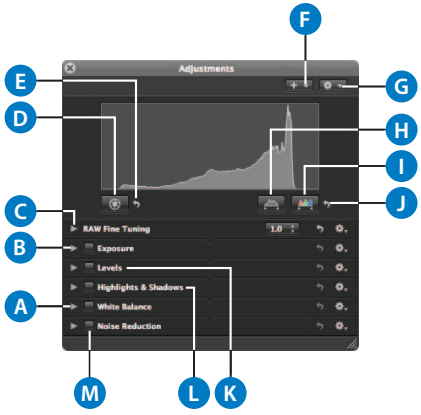
Heads-up displays, or HUDs, are collections of related tools and controls contained in a floating panel. You can move a HUD as far as your display screen extends. You can use HUDs in regular and Full Screen mode.

Adjustments HUD

The Adjustments HUD contains controls for Aperture image adjustments, such as Exposure, Levels, and White Balance. The controls in the Adjustments HUD are the same as those in the Adjustments Inspector. You can use the HUD in the Viewer or in Full Screen mode. To show controls for an adjustment, click its disclosure triangle; to remove the adjustment applied to the image, deselect the adjustment's checkbox.

To show the Adjustments HUD:

- Choose Window > Show Adjustments HUD (or press H).



A	**White Balance controls**	Adjust color temperature and tint using these controls.
B	**Exposure controls**	Use these controls to adjust exposure, contrast, saturation, and brightness, or adjust the tint of the black, gray, and white color values in the selected image.
C	**RAW Fine Tuning controls**	Use these controls to select the setting for treatment of RAW images.
D	**Auto Exposure button**	Click this button to have Aperture automatically adjust the image's exposure.
E	**Auto Exposure Reset button**	If you don't like the Auto Exposure adjustments, click this Reset button to remove them.
F	**Add Adjustments pop-up menu**	Choose the type of adjustment you want to apply to an image from this pop-up menu. When you choose an adjustment, its controls appear in the Adjustments HUD.
G	**Adjustment Action pop-up menu**	Choose a histogram view and remove selected or all adjustments made.

H	**Auto Levels Combined button**	Click this button to have Aperture automatically adjust the levels in the selected image based on the combined luminance values of all three color channels.
I	**Auto Levels Separate button**	Click this button to have Aperture automatically adjust the levels in the selected image by individual color channels.
J	**Auto Levels Reset button**	If you don't like the Auto Levels adjustments, click this Reset button to remove them.
K	**Levels controls**	Use these controls to adjust the shadows, midtones, and highlights in the image based on a histogram that can be set to show luminance; combined red, green, and blue channels (RGB); or individual red, green, and blue channels.
L	**Highlights & Shadows controls**	Use these controls to adjust the shadows and highlights in the image.
M	**Noise Reduction controls**	Use these controls to adjust the noise in the image.

For more information about using the Adjustments HUD and its controls, see *Performing Image Adjustments* in the Aperture Help menu.

Individual Adjustment Tool HUDs

Many of the Aperture adjustment tools, including Crop, Spot & Patch, Red Eye, Lift, and Stamp, work in conjunction with HUDs.

To view any of these HUDs:

- Select the adjustment tool in the toolbar.

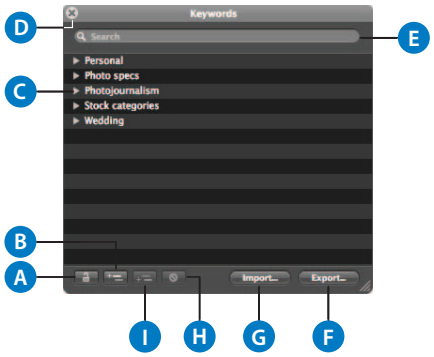
To learn more about the adjustment tools, see *Performing Image Adjustments* in the Aperture Help menu.

Keywords HUD

The Keywords HUD contains a library of keywords, allowing you to efficiently organize and apply keywords to your images.

To show the Keywords HUD:

- Choose Window > Show Keywords HUD (or press Shift-H).



A	**Lock button**	Click this button to lock the Keywords HUD and prevent changes. Click it again to unlock the HUD.
B	**Add Keyword button**	Click this button to add a keyword to the keyword library of the Keywords HUD.
C	**Disclosure triangle**	Click the disclosure triangle for a keyword group to view all keywords in the group.
D	**Close button**	Click this button to close the Keywords HUD.
E	**Search field**	Enter text to search for keywords that match the text. Click the Reset button (with an X) to clear the field.
F	**Export button**	Click this button to export your Aperture keyword list.
G	**Import button**	Click this button to import keywords into the Keywords HUD.
H	**Remove Keyword button**	Click this button to remove one or more selected keywords.
I	**Add Subordinate Keyword button**	Click this button to add a subordinate keyword, such as a keyword within a keyword group.

Workspace Layouts

In addition to allowing you to show and hide areas of the interface, Aperture offers three preconfigured workspace layouts, created to accommodate different workflows.

- *Basic:* Use the Basic workspace layout to review images, perform initial rating passes, and create and work with stacks of images.
- *Maximize Browser:* Use the Maximize Browser workspace layout to work with multiple projects.
- *Maximize Viewer:* Use the Maximize Viewer workspace layout to see an enlarged view of images with the Browser and Viewer controls still available. This workspace layout is useful when working with the Light Table.

You can easily switch between workspace layouts by choosing commands or pressing keyboard shortcuts.

To choose a workspace layout, do one of the following:

- Choose Window > Layouts, then choose the layout you want from the submenu.
- Press Command-Option and the letter corresponding to the layout you want: S for Basic, B for Maximize Browser, or V for Maximize Viewer.

You can use keyboard shortcuts to quickly show or hide different areas of your workspace.

Keyboard shortcut	Function
shift + I	Show/Hide Import panel
shift + R	Show/Hide Vaults panel
W	Show/Hide Projects panel
V	Show/Hide Viewer
shift + D	Show/Hide keyword controls
I	Show/Hide Inspectors panel
option + W	Swap workspace
shift + W	Rotate workspace
shift + T	Show/Hide toolbar
F	Turn on/off Full Screen mode

Customizing the Toolbar

The toolbar can be customized to display exactly the tools you need. You can customize the toolbar by selecting the tools to include, rearranging them, and choosing whether both the tool's icon and text appear.

Hiding and Showing the Toolbar

You can choose to hide the toolbar completely.

To hide the toolbar:

- Choose View > Hide Toolbar (or press Shift-T).

To show a toolbar that has been hidden:

- Choose View > Show Toolbar (or press Shift-T).

Tip: You can also quickly hide or show the toolbar by clicking the Toolbar button (a gray oblong button) in the top-right corner of the Aperture main window.

Customizing the Toolbar Buttons

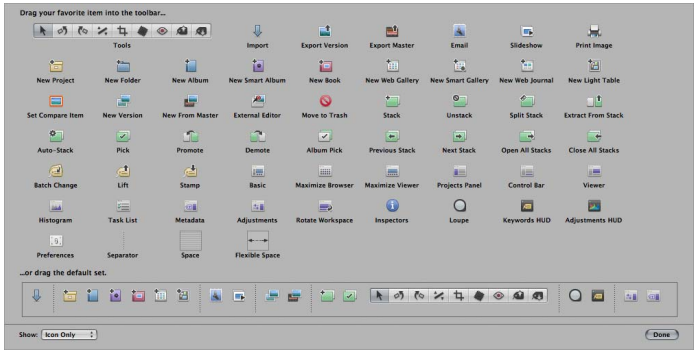
Aperture provides a simple drag-and-drop interface for adding, deleting, and rearranging the toolbar buttons.

To customize the toolbar:

1 Do one of the following:

- Choose View > Customize Toolbar.
- Control-click the toolbar, then choose Customize Toolbar from the shortcut menu.

A dialog appears, showing icons for toolbar buttons and tools.



2 Configure the toolbar by doing any of the following:

- *To add tools to the toolbar:* Drag their icons from the dialog to the location where you want them to appear in the toolbar.
- *To remove items from the toolbar:* Drag them out of the toolbar, or Control-click the item you want to remove and choose Remove Item from the shortcut menu.
- *To change the order of the items in the toolbar:* Drag each item to its new position.
- *To control whether each tool's icon and text appear in the toolbar:* Choose Text Only, Icon Only, or Icon & Text from the Show pop-up menu in the lower-left corner of the dialog, or Control-click the toolbar and choose Text Only, Icon Only, or Icon & Text from the shortcut menu.

3 Click Done when you have finished configuring the toolbar.

To reset the toolbar:

- To return the toolbar to its default state, drag the default toolbar up from the bottom of the dialog and into the toolbar area.

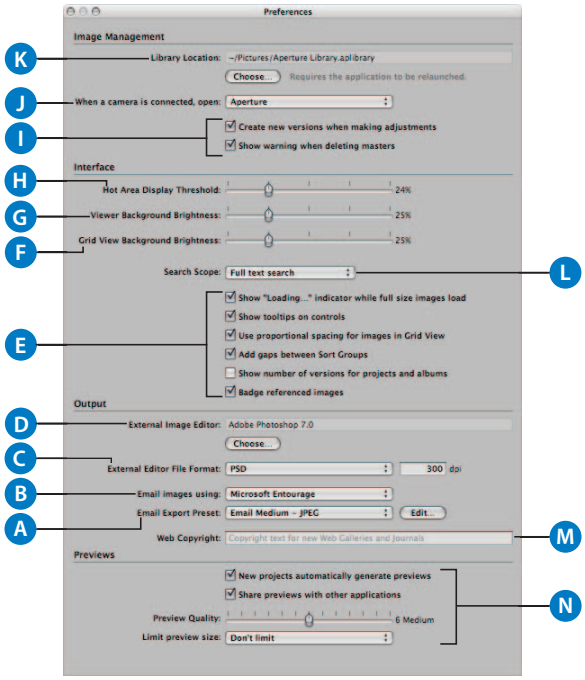
Setting Aperture Preferences

You can use the Preferences window to specify settings in Aperture. By taking time to specify your preference settings, you can speed up your workflow.

To open the Preferences window:

- Choose Aperture > Preferences, or press Command-comma (,).

The Preferences window appears.



A	**Email Export Preset pop-up menu**	Choose an export preset to use when exporting images to your email client. If you want to create a custom export preset, click Edit and create a new preset in the Export Presets dialog.
B	**"Email images using" pop-up menu**	If you want to export images to an email client, choose the email application from this pop-up menu.
C	**External Editor File Format pop-up menu**	Choose a file format in which to export an image to an external editor from this pop-up menu. You can also specify the dot-per-inch (dpi) resolution of the image in the dpi field.
D	**External Image Editor field**	You can use an external editor to make adjustments to your images. To identify an external image editor, click Choose and select an application. To open an image in the external editor, select the image, then choose Images > Open With External Editor.

E	**Image display checkboxes**	Select the "Show Loading indicator while full size images load" checkbox to have Aperture display an initial proxy image if there is any delay when loading a full-size image. Select the "Show tooltips on controls" checkbox to have Aperture display the names of interface items when you place your pointer over them. Select the "Use proportional spacing for images in Grid View" checkbox to change the spacing of images in the Browser. Select the "Add gaps between Sort Groups" checkbox to add space between groups when sorting by a particular category. For example, when sorting images by rating, you can have Aperture add a gap between the last five-star image and the first four-star image. Select the "Show number of versions for projects and albums" checkbox to have Aperture display the number of versions in a project or album in the Projects panel. Select the "Badge referenced images" checkbox to display badges that identify referenced images.
F	**Grid View Background Brightness slider**	Adjust the Browser background brightness using this slider.
G	**Viewer Background Brightness slider**	Adjust the Viewer background brightness using this slider.
H	**Hot Area Display Threshold slider**	You can view an image's hot areas (where exposure goes beyond the current screen or print gamut) by choosing View > Highlight Hot Areas. To adjust the threshold used to determine an image's hot areas, drag the slider.
I	**Aperture options checkboxes**	Select the "Create new versions when making adjustments" checkbox to have Aperture automatically create a new version when you adjust a selected image. Select the "Show warning when deleting masters" checkbox to have Aperture display an alert message when you delete master image files.
J	**"When a camera is connected" pop-up menu**	Choose an application to open when a camera is connected to your computer.
K	**Library Location field**	Displays the default location of the Library. To specify a custom location for the Aperture Library, click Choose and navigate to a location to store the Library. Reopen Aperture to complete the location change.
L	**Search Scope pop-up menu**	Use this pop-up menu to set your preferences for how Aperture searches. You can have Aperture search for your entered text throughout all the metadata associated with your images, or perform a limited text search that doesn't search through your images' EXIF information.

M	**Web Copyright field**	Enter copyright text for web galleries and web journals here.
N	**Previews options**	To set Aperture to create previews for the images in all new projects and new Libraries, select the "New projects automatically generate previews" checkbox. Deselect this option if you don't want previews created for images in new projects. To enable sharing of JPEG preview images with other applications, select the "Share previews with other applications" checkbox. To change the image quality of the previews, drag the Preview Quality slider. The higher the quality you select, the more disk space the preview requires. To set a maximum pixel size for your previews, choose a size from the "Limit preview size" pop-up menu.

Working with Aperture Projects

3

The basic components of Aperture, including projects, albums, and versions, provide the building blocks for working in a nondestructive environment.

This chapter explains basic elements in Aperture and describes how to set up and use projects to hold your images.

This chapter covers:

- Basic Components of Aperture (p. 72)
- Working with Projects (p. 78)
- Creating and Naming Projects (p. 79)
- Opening and Closing Projects (p. 80)
- Creating and Showing Favorite Projects (p. 82)
- Deleting Images from Projects and Albums (p. 82)
- Deleting Items from the Projects Panel (p. 83)
- Working with Library Files (p. 83)
- Quickly Accessing Commands (p. 85)

Basic Components of Aperture

Aperture uses the following basic components in your image management system:

- *Digital master files:* The original image files imported from your camera, memory card, computer, or external storage media.
- *Versions:* Files derived from the digital master files and used to display your images with any changes you've made, including image adjustments or changes to metadata.
- *Projects:* Containers that hold digital master files, versions, and albums. Projects can hold up to 10,000 digital master files, although it's recommended that for practical usage, you limit the number of files (both digital master files and versions) below 10,000.
- *Albums:* Containers that hold versions. You can create albums to organize images within projects or outside of them.
- *Folders:* Containers used to organize projects and albums.
- *Library:* The Aperture database that records and tracks your digital master files and all corresponding versions. You can also create multiple Aperture Library files in different locations. The Library tracks all the information about projects and albums you create to organize your images.
- *Managed and referenced images:* Master files stored in the Aperture Library are called *managed images* because Aperture manages the location of the images in its database. Managed images are physically located in the Aperture Library file in the Pictures folder. You can also import images into Aperture without storing the digital master files in the Library. Images that are not stored in the Library file are called *referenced image*s. Aperture links to referenced images in their current locations on your hard disk, without placing them in the Aperture Library file.
- *Vaults:* Containers that each hold a backup of the Library and all its images and information.

The next sections explain details about each of these elements and how you work with them in Aperture.

What Are Digital Master Files?

A digital master file is the original RAW, JPEG, TIFF, or PNG file that was imported into Aperture from your camera, a memory card, a computer, or external storage media such as an external hard disk drive or CD. Aperture never changes the master file, so you always have originals to work from.

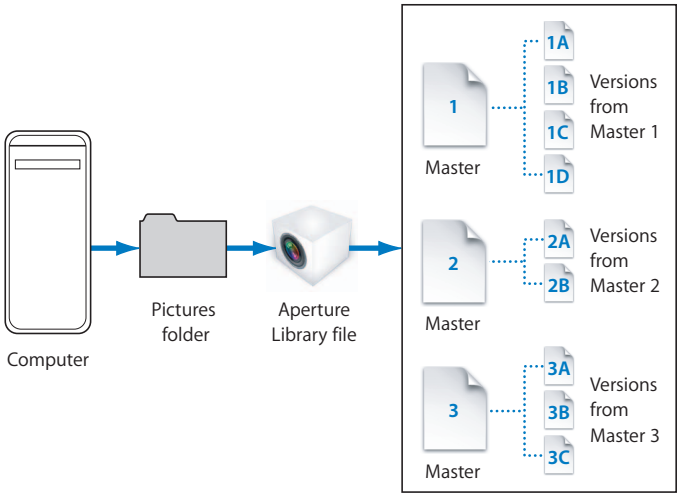
Important: Digital master files—especially RAW files—tend to be quite large. Projects consisting of several thousand digital master files require high-capacity hard disks.

For information about importing your digital master files, see Chapter 4, "Importing Images," on page 87.

What Are Versions?

Once you have digital master files on your hard disk, you can review and make adjustments to your images. For example, you can change the exposure, contrast, or saturation, or add information to an image, such as the photographer's name, event, and location. To work with images, Aperture creates a "version" of each master file that includes your adjustments and embedded information, and leaves the master file unchanged. A version refers to the master file on your hard disk, but it is not the master file itself. Versions store only the thumbnail image, adjustments, and embedded information. A full image file is not created until you are ready to print or export, saving valuable storage space on your hard disk.

In many cases, your workflow may call for different renderings of the same image. For example, a client may request a color as well as a black-and-white version of the same head shot. You can create multiple versions of the same image in Aperture at any time.



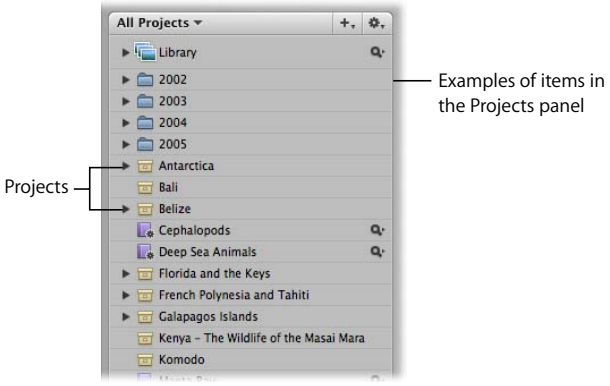
When you create a version, several things occur:

- Aperture reads the original master file on disk and displays it on the screen.
- As you make adjustments or add information to the image, Aperture displays the image with your changes to the version, but the original master file is never changed.

What Are Projects?

You organize your digital master files and versions using projects. A project is a container consisting of image versions and their corresponding master files. A project can hold up to 10,000 master files, and you can create as many projects as you wish up to the limitations of your disk space. For example, you can create a new project for each of your shoots. Or if you do several shoots of the same subject, you may want to create a project that encompasses all of the shoots. Projects are the most basic component of Aperture because they contain your digital master files and track all changes to versions.

You can easily transfer projects from one Aperture system to another. All links between versions and their master files are maintained when projects are transferred. This is particularly useful if you use a portable computer when on location or away from your studio, and a workstation at your studio. For more information, see "Transferring Projects from Another System" on page 114.



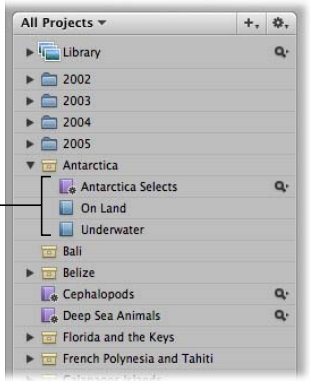
You can have multiple projects open at the same time, each represented by its own icon in the Projects panel and tab in the Browser.

What Are Albums?

An album is a container in the Aperture Library that holds only image versions (not the digital master files to which they refer). You use albums to organize images in the Library, making your selections of versions easier to manage. You can create albums at the Library level or within a project.

You use albums created at the Library level to organize versions from multiple projects. For example, you can create an album to consolidate your favorite images, or "selects," from multiple projects. You can then publish this collection of selects on your website or export the album's contents for review by a prospective client.

You can also create albums within projects to help you organize your images into relevant groups. For example, images in your Antarctica project can be divided into three albums: Antarctica Selects, On Land, and Underwater.

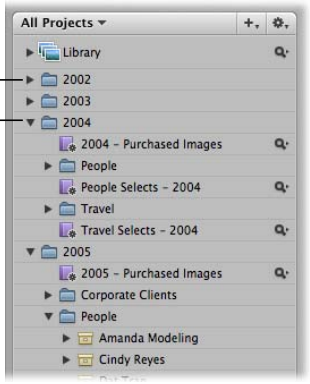


Three albums created within one project

You can also place versions from other projects into an album that resides within a project.

What Are Folders?

In Aperture, you use folders to organize projects and albums. For example, you can import images into projects and then place the projects in folders based on the year, such as 2002, 2003, 2004, and 2005. If you shoot multiple projects for the same client, you can create a folder that holds the client's individual projects.



These folders organize images based on what year they were shot.

Folders contain only albums, projects, and other folders. They don't contain master files or versions.

What Is the Library?

The Aperture Library tracks every project, album, master file, and version no matter whether the images are stored in the Aperture Library file or in other hard disk locations. Aperture automatically creates a Library file in your Pictures folder the first time you open Aperture. You can choose to import images into your Library or have Aperture access them from other locations on different hard disks. The Library tracks all your images and the information recorded about them, as well as information about where backup files are stored. You can access images in the Library by clicking Library at the top of the Projects panel.

You can change the location of the Library file to a different folder or a different disk. You can specify where the Library should be located using the Preferences window. For more information about working with multiple Library files in Aperture, see "Working with Library Files" on page 83.

Projects that you transfer from other Aperture systems to your Aperture system are also added to the Library. And when you back up your digital master files to your vaults on external FireWire drives, those actions are tracked by the Aperture Library as well.

What Are Managed Images and Referenced Images?

Aperture lets you choose how you organize your photos on disk. You can store your photos in the Aperture Library, or you can import images by simply linking to the image files in their current locations, without placing them in the Library.

Images whose digital master files are stored in the Aperture Library are called *managed images*. These master files are stored in the Library exactly as they were in previous versions of Aperture. Aperture manages master image files in the Library, keeping them always accessible, and provides benefits such as one-click backup of digital master files to vaults.

Imported images whose digital master files haven't been placed in the Library are called *referenced images*. Using referenced images in your Aperture system can provide a number of substantial benefits to your photography workflow. You can incorporate your existing portfolio of images into Aperture without changing the current location of the files. Importing images by reference does not result in a duplication of your image files in the Aperture Library, thus saving hard disk space. You can also connect and disconnect hard disks holding your referenced images' master files as you need them. This allows you to keep master files for less-used images offline or to make specific types of images available for editing or adjustments as needed. Using referenced images in your Aperture system provides a means of building a flexible image management system customized to your work style.

You specify that an image will be a managed image or a referenced image when you import it. When importing images, you can:

- Specify that master files be stored in the Aperture Library.
- Import images as referenced images, so that their master files remain in their current locations.
- Move or copy image files to a new location. For example, you might decide that a certain group of referenced image files, such as wedding photos, will always be placed in one hard disk location, while other groups, such as sports photos, will reside in a different hard disk location.

You can work with referenced images—creating versions, making adjustments, cropping, and adding metadata—just as you can with images whose master files are stored in the Library. Versions that you create from a referenced image are stored in the Library. In order for you to make adjustments to a version from a referenced image, the referenced image's master file must be available on your hard disk or other storage device. For example, if you delete a referenced image's master file in the Finder, Aperture no longer has access to the master file and so no longer allows you to change your versions or create new ones.

To help you identify referenced images, Aperture marks them with a badge overlay that you can display or hide. When a referenced image's master file is missing or offline, its badge changes to show that the image is not accessible. For example, if you disconnect a hard disk that holds master files for many referenced images, Aperture automatically marks the referenced images in the Browser and Viewer as offline. If you reconnect the hard disk or other storage device later, Aperture accesses the master files automatically and you can work with and change their versions again.

You can also relocate master files, moving them out of the Library or moving referenced master files to different hard disk locations. If needed, you can also move referenced master files into the Aperture Library by choosing the Consolidate command.

You can search for images based on whether they are managed images, referenced images, or online or offline images. Aperture also provides robust file-management tools that let you quickly determine which images are offline and easily reconnect images that have been moved to different volumes.

What Is a Vault?

To ensure you have backup copies of your images, you create a vault to hold the backup. A vault is a container that holds an exact copy of the Library. This includes your projects, digital master files, and any versions you've created. You can easily create and update a vault to back up the Library. It's a good idea to create multiple vaults on multiple external hard drives to safeguard copies of the Library.

You can have as many vaults as you deem necessary. Creating more than one vault is useful if you work at different locations; you can always keep one vault on a FireWire drive onsite and another one offsite. All vaults and backup files are tracked by the Library so that even if you disconnect the external hard drive that contains your vault, Aperture can access it the next time you reconnect the drive and update your vault.

All the managed master file images, versions, and all metadata, previews, and adjustment information associated with your images are backed up. The versions, previews, and metadata associated with referenced images' master files are also backed up in the vault. Referenced images' master files are not backed up in the vault with the Library.

Important: Because the digital master files for referenced images are stored outside of the Library, you must manage the backup and archiving of them yourself.

Working with Projects

How you use and organize your projects depends on the scope of your workflow as well as your particular organizational style. These factors also affect your decision to use one or more albums in your project.

Organizing Your Projects

Typically, you create a new project for each photographic project or job that you work on, regardless of its duration. For example, if you're working on a documentary in Thailand, you would create a project for it. If you're also shooting the temples in the interior of the country, that could be a second, separate project. Both projects could conceivably refer to some of the same images, but they are completely independent structures, each with its own versions, master files, and albums.

Very large photography projects, such as documentaries and sporting events, often consist of large numbers of captured images. You can always break one project into several should the need arise.

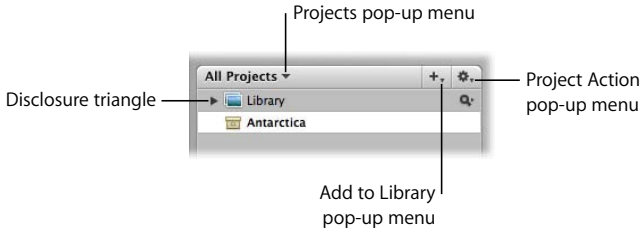
Using More Than One Album in a Project

For some projects, it makes sense to use several albums within the project. You can use albums in several ways, including:

- *Albums as events:* Break a project into a series of albums according to specific events. For example, a wedding project can be divided into albums for each of the following events: Preparation, Ceremony, and Reception.
- *Albums as days:* Break a project that spans multiple days into albums for individual days. For example, a project consisting of a two-week trip to Japan can be divided into 14 individual albums corresponding to each day.
- *Albums for specific subjects:* Break a project consisting of multiple photographed subjects into individual albums dedicated to each subject. For example, a studio photographer may shoot three models for a single project. The photographer can create an album for each model. Or you might create albums to hold specific image types, such as candid shots, landscapes, or close-ups.

Creating and Naming Projects

There are several controls in the Projects panel that you'll use when working with projects.



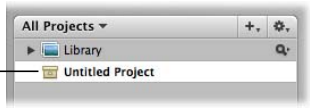
- *Disclosure triangle:* Click this to see all items within the Library, project, or folder.
- *Projects pop-up menu:* Choose to display all projects, favorites, or recent projects.
- *Add to Library pop-up menu:* Choose to add a new item, such as a project or Smart Album, to the Library or selected project.
- *Project Action pop-up menu:* Add the selected item to a list of favorites, or remove it from the favorites list.

You can create projects at any time, although typically you create them when you import images. When you import images into the Aperture Library and no project is selected, a new project is created to contain those images. However, you can create a new empty project at any time. For more information about importing files and creating projects automatically, see Chapter 4, "Importing Images," on page 87.

To create a new project:

1 Choose File > New Project (or press Command-N).

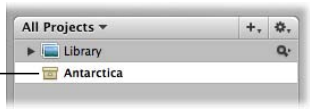
A new, untitled project appears in the Projects panel.



2 Enter the name you want for the project, then press Return.

For information about naming files, see "Automatically Naming Your Imported Images" on page 105.

The project now has the name you entered.



Opening and Closing Projects

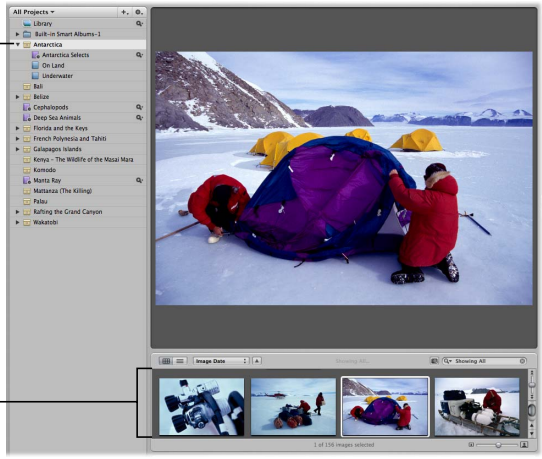
To work with your images in Aperture, you first select a project in the Projects panel to open it in the Browser and Viewer. You can open and work on more than one project at a time. When multiple projects are open, each project appears in the Browser with its own tab. You can click a project's tab to bring it to the front. You can also open a project in its own pane to view two projects in the Browser side by side. When you finish working and quit Aperture, Aperture remembers which projects were open. The next time you open Aperture, all projects that were open at the end of your last session open automatically.

To open a project:

- Select the project in the Projects panel.

Select a project to view its images in the Browser.

All images in the project appear in the Browser.



To open additional projects in the Browser:

- Command-click a project in the Projects panel.

  The newly opened project appears in the Browser with its own tab, in front of any other open projects.

To open another project in its own pane:

- Option-click a project in the Projects panel.

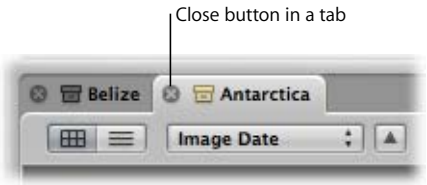
  The newly opened project appears in the Browser in its own pane.

To switch between several open projects:

- In the Browser, click a project's tab.

To close a project:

1. Click the project's tab to bring it to the front.
2. Do one of the following:
   - Choose File > Close Tab (or press Command-W).
   - Click the tab's close button.



Creating and Showing Favorite Projects

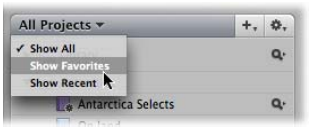
If you have certain projects that you work on most often or projects that you work on together, you can make them favorites to quickly view them all at the same time.

To make a project or folder a favorite:

- In the Projects panel, select a project, then choose Add to Favorites from the Project Action pop-up menu.

To view favorite projects or folders:

- In the Projects panel, choose Show Favorites from the Projects pop-up menu at the top-left corner.



To remove a project or folder as a favorite:

- In the Projects panel, select a project, then choose Remove From Favorites from the Project Action pop-up menu.

Deleting Images from Projects and Albums

Aperture allows you to delete versions separately from their digital master files. You can also delete a master file and all its versions in a project. If you delete a version in an album, its master file and related versions are not deleted.

To delete a master file and all its versions from a project:

1. Select the image, then choose File > Delete Master Image and All Versions.

   A dialog appears asking if you want to continue.

2. Click the Move to Trash button.

   The digital master file and all versions are deleted.

> *Warning:* This action cannot be undone. Once you click the Move to Trash button, the master file is moved to the Trash. All versions and their adjustments and metadata are permanently deleted. To permanently remove the master file from your hard disk, empty the Trash.

To delete only a version from an album:

- Select the image, then choose Images > Remove From Album (or press Delete).

  The version is deleted. The digital master file and its other versions are not deleted.

Deleting Items from the Projects Panel

You can also delete items from the Projects panel. When you delete an item from the Projects panel, the contents of the item are deleted with it.

Note: If you delete a project or a project within a folder, the digital master files contained in the project are also deleted.

To delete projects and folders:

1. Select the item, then do one of the following:
   - *To delete a project:* Choose File > Delete Project (or press Command-Delete).
   - *To delete a folder:* Choose File > Delete Folder (or press Command-Delete).

   A dialog appears asking if you want to continue.
2. Click the Delete button.

   The selected item is deleted along with its contents.

> ***Warning:*** This action cannot be undone. Once you click the Delete button, the master files are moved to the Trash. All versions and their adjustments and metadata are permanently deleted. To permanently remove the master files from your hard disk, empty the Trash.

To delete an album, a Light Table album, a web gallery album, a web journal album, or a book album:

- Select the album, then choose File > Delete [*Item*].

  The selected item is deleted along with its contents.

Working with Library Files

When the Library file becomes large and requires more disk space than is available in its current location, you can move it to a hard disk with more storage capacity. Aperture is preset to create the Library in the Pictures folder on your internal hard disk. You can specify that the Library be located in a different folder or on a different disk. Each time you open Aperture, the application opens the Library in the location you specified. To change the location of the Library, you move it to a new location and then use the Aperture Preferences window to specify the new location.

Tip: To maximize performance, place the Library file on an internal hard disk.

To change the location of a Library file:

1. Quit Aperture.
2. Locate the Aperture Library file in the Pictures folder on your hard disk and move it to the new location in a different folder or on a different hard disk.
3. Open Aperture and choose Aperture > Preferences, or press Command-comma (,).
4. Click Choose under the Library Location option.
5. Navigate to the new location of the Library, select it, and click Select.
6. Quit Aperture and then reopen it.

When you reopen Aperture, it accesses the Library in the new location.

If the Aperture Library becomes large, you can create additional separate Library files to hold more images. For example, you might create different Library files in different locations on your internal hard disk, or on different hard disks. You then specify in the Aperture Preferences window which Library the application should access when it opens. Creating a new empty Library file is as easy as specifying a different folder for the Library in the Preferences window and then quitting and reopening Aperture. You can also rename Library files as needed. Thus, you might have multiple Library files with different names in the same location and set Aperture to access the Library file you want.

To create a new, empty Library file in a new location:

1. Choose Aperture > Preferences, or press Command-comma (,).
2. Click Choose under the Library Location option.
3. Navigate to and select the folder where you want to place the new Library, then click Select.
4. Quit Aperture and then reopen it.

By default, Aperture creates a new Library file named Aperture Library. It's recommended that you rename Library files to avoid any mix-ups or the possibility of overwriting one Library file with another accidentally. After renaming a Library file, make sure to open Aperture and select the renamed Library file.

When you have multiple Library files and you want to switch between them, you use the Preferences window to select the Library you want. You then quit and reopen the application to complete the switch.

To access a different Aperture Library:

1. Choose Aperture > Preferences, or press Command-comma (,).
2. Click Choose under the Library Location option.
3. Navigate to and select the Library you want, then click Select.
4. Quit Aperture and then reopen it.

Adding Times and Dates to Aperture Album Names

It is common to differentiate albums in a project by adding the dates to the album names. If you add dates to an album name, avoid using special characters like the slash (/), since that may be interpreted by Mac OS X as a file separator.

Quickly Accessing Commands

You can access commands via a shortcut menu, as an alternative to using the menu bar at the top of the screen or pop-up menus within a window.

To view the shortcut menu:

- Position the pointer over the Projects panel, then Control-click.

Note: Although accessing commands from shortcut menus can help you work more quickly, keep in mind that not all commands are available in shortcut menus.

Importing Images

4

Aperture provides tools and workflow options that make it easy to import your images.

This chapter describes a variety of methods for importing images into Aperture. You can import images directly from your camera or card reader, import images stored on your computer hard disk or other storage devices, import your iPhoto Library, and more.

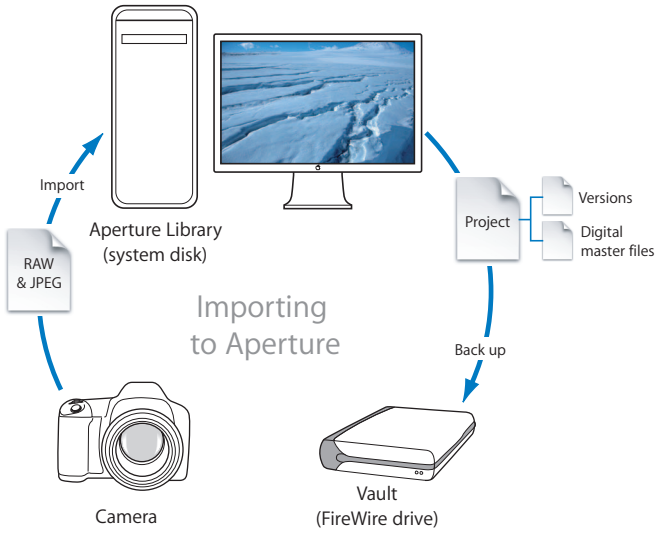
This chapter covers:

- An Overview of Importing Images (p. 88)
- File Formats You Can Import into the Library (p. 89)
- Planning Your Import Strategy (p. 90)
- Importing from Your Digital Camera or Card Reader (p. 91)
- Importing Image Files Stored on Your Computer (p. 97)
- Automatically Naming Your Imported Images (p. 105)
- Adding Metadata to Images During Import (p. 108)
- Creating Stacks Automatically During Import (p. 109)
- Adjusting the Image File's Time When Importing (p. 110)
- Dragging Files from the Finder to the Projects Panel (p. 110)
- Importing Folders of Images from the Finder (p. 111)
- Importing Your iPhoto Library (p. 112)
- Transferring Projects from Another System (p. 114)
- Making an Immediate Backup (p. 114)
- Where Aperture Stores Your Managed Files in the Library (p. 115)

An Overview of Importing Images

When you import from a camera or card reader, Aperture places the images in a project. If you don't select an existing project, a new one is created automatically.

As Aperture imports images, it generates a version file and an image thumbnail corresponding to each digital master file.



You can import digital master images directly from a camera or card reader and from your hard disk drives.

When you import images, you can choose whether to have the digital master files stored in the Aperture Library or store them on your hard disk outside of the Library where they can be accessed as referenced images. For more information about referenced images, see "What Are Managed Images and Referenced Images?" on page 76.

As you import images, you can have Aperture automatically name and record information about them. Aperture can assign filenames using custom naming conventions, as well as record metadata such as captions, keywords, dates, copyright and credit information, and IPTC information. You can even set Aperture to stack related images together, keeping bracketed shots or a series of shots taken in quick succession in groups that you can easily select and work with. For more information about stacks, see Chapter 8, "Stacking Images and Making Picks," on page 175.

Does Aperture Support Tethered Shooting?

You can use an Automator workflow to set up tethered shooting between your camera and your computer to automatically import images into Aperture. Aperture works with Automator to automate common tasks. For information about using an Automator workflow for tethered shooting, go to http://automator.us/aperture.

File Formats You Can Import into the Library

Aperture is a QuickTime-compatible application, so it supports standard QuickTime-compatible still-image file formats, as well as some other file formats and file types. The following file types and formats can be imported:

- GIF
- JPEG
- JPEG2000
- PNG
- PSD (8 and 16 bit)
- RAW files from a variety of supported digital cameras
- TIFF (8 and 16 bit)

Note: For a list of supported digital cameras, go to http://www.apple.com/aperture.

Planning Your Import Strategy

Before you import images into Aperture, it's a good idea to plan the organization of your images. Eventually your image library may contain many thousands of images that you'll want organized in a flexible and easy-to-manage system. It's important to take a long-term view of what makes for an effective and efficient organization of your projects based on your specific type of photography.

You may already have a large digital portfolio that you eventually want to import into the Aperture Library. As an import strategy, it's best to try out importing images in a series of steps:

- Open and use the sample project as you explore Aperture features.
- If you have an iPhoto Library, you can import it so that you can use your images in Aperture. For more information about importing your iPhoto Library, see "Importing Your iPhoto Library" on page 112.
- Make trial imports of a small group of images directly from your digital camera or card reader. Learn about the filenaming and automatic metadata features of Aperture. For information about importing from your digital camera or card reader, see "Importing from Your Digital Camera or Card Reader," next.
- Plan how you want to import your legacy digital images. Because you may have many thousands of images previously stored on disk, you need to decide whether you'll store newly imported images in the Aperture Library, or store them as referenced images, leaving them in their current hard disk locations. You can also copy or move images to a different hard disk location when importing them. Also, plan the project organization you'll need to hold the images. For more information about importing files, see "Importing Image Files Stored on Your Computer" on page 97.
- Try out the different methods for importing individual files into your system. You can import individual files, import files stored in folders, and drag files or folders from the Finder into Aperture. For more information, see "Dragging Files from the Finder to the Projects Panel" on page 110 and "Importing Folders of Images from the Finder" on page 111.

Once you're familiar with Aperture, you can begin to create and organize your professional image management system.

Importing from Your Digital Camera or Card Reader

You can import images from a camera or card reader into Aperture using the Import dialog in two ways:

- Import all images on the camera or card reader at once.
- Import a selection of images from the camera or card reader.

You can also:

- Choose to store imported images in the Aperture Library or select a different location on your hard disk and import them as referenced images.
- Have Aperture automatically reformat your memory card after the images are imported.
- Have Aperture automatically create stacks of bracketed images or images shot in quick succession.
- Apply a naming convention to standardize the names of the image files in the Library.
- Apply metadata to the image files, such as keywords, captions, copyright information, and the photographer's name. You can also apply or replace existing metadata associated with an image when you import the image.
- Adjust the shoot time of images that were shot in a different time zone.

When connecting your camera directly to the computer, make sure that you turn the camera on and set it to the mode for transferring images (PC, PTP, Normal, or another mode, depending on the type of camera). Some cameras automatically select the correct transfer mode when connected to a computer. See your camera's manual for specific instructions.

Importing All Images from a Camera or Card Reader

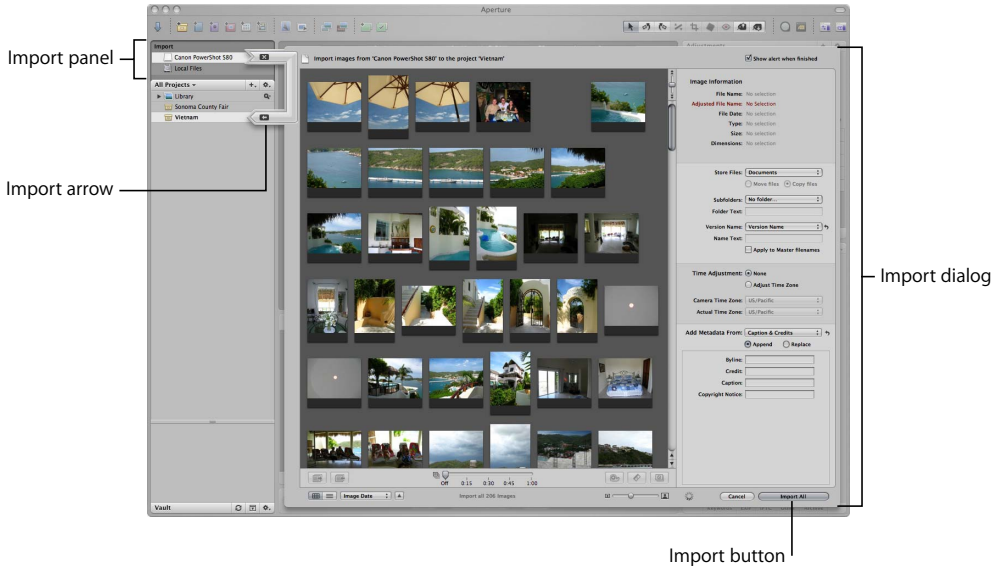
You can import all the image files located on your camera or card reader into Aperture at once.

To import all the images from a camera or card reader into Aperture:

1 Connect your camera or card reader to your computer.

The Import panel and Import dialog appear, showing the images on the camera or card.

Note: If iPhoto opens when you connect your camera or card reader, quit iPhoto and then, in Aperture, choose Aperture > Preferences. Choose Aperture from the "When a camera is connected" pop-up menu. Disconnect and reconnect your camera to have Aperture open the Import dialog.



2 Do one of the following:

- *If you want to import into a new, empty project:* Choose File > New Project (or press Command-N) to create a new project.

  Note: You can also click the Library icon in the Projects panel, if necessary, to select it. When you select the Library (not a project), a new, untitled project is automatically created when images are imported.

Make sure the Import arrow is pointing to the Library to import the images into a new project.

- *If you want to import the images into an existing project:* Select the project. The Import arrow points at the currently selected project, indicating the destination for the import.

Select the project into which you want to import images.

The top-left portion of the Import dialog updates, displaying where the images are being placed.

3 Choose a location for the imported images by doing one of the following:

- *To store imported master image files in the Aperture Library:* Choose In the Aperture Library from the Store Files pop-up menu.
- *To store imported master image files as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
- *To store imported master image files as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select the folder you want. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names. For more information about specifying folders to hold your imported images, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button. For more information about moving and copying files, see "Changing the Location of Images When You Import Them" on page 100.

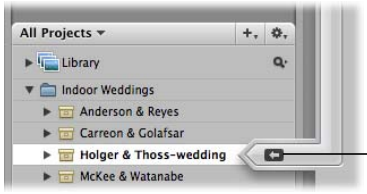
4 Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. You can also apply the name format to the master file as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.

5 To add metadata to your images as they're imported, choose a metadata preset from the Add Metadata From pop-up menu. For more information about setting up and using metadata presets, see "Working with Metadata Views" on page 235.

6 With no images selected in the dialog, click the Import arrow or the Import button in the lower-right corner of the dialog.

If you select images, only the selected images are imported. To reset the image selection so that no images are selected, click in the background beside a thumbnail.



The import process begins and an indicator appears next to the project's name, showing the progress of the import. When images are imported, a dialog appears.

7 Click Eject Card, Erase and Eject Card, or Done.

As the images appear in the Browser, you can begin working with them. Images may temporarily appear as gray boxes until the loading is complete.

Importing a Selection of Images

You can also import a selection of images from your camera or card reader.

To import a selection of images:

1. Connect your camera or card reader to your computer.

   The Import panel and Import dialog appear, showing the images on the camera or card.

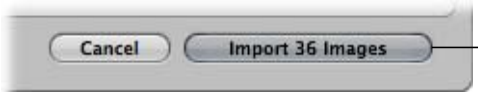
2. In the Projects panel, do one of the following:

   - Choose File > New Project (or press Command-N) to create a new project.
   - Select an existing project to hold your images. (The Import arrow points at the selected project.)

   The top-left portion of the Import dialog updates, displaying where the images are being placed.

3. Select the images you want to import by Shift-clicking to select a range of adjacent images, Command-clicking to select nonadjacent images, or dragging a selection rectangle around the images you want.

   The current number of images selected for import is displayed on the Import button in the lower-right corner of the dialog.



To reset the image selection so that no images are selected, click in the background beside a thumbnail.

If necessary, adjust the size of the thumbnails by dragging the Thumbnail Resize slider at the bottom of the dialog.

4 Choose a location for the imported images by doing one of the following:

- *To store imported master image files in the Aperture Library:* Choose In the Aperture Library from the Store Files pop-up menu.
- *To store imported master image files as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
- *To store imported master image files as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select the folder you want. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names. For more information about specifying folders to hold your imported images, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button. For more information about moving and copying files, see "Changing the Location of Images When You Import Them" on page 100.

5 Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. You can also apply the name format to the master image as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.

6 To add metadata to your images as they're imported, choose a metadata preset from the Add Metadata From pop-up menu. For more information about setting up and using metadata presets, see "Working with Metadata Views" on page 235.

7 When you are satisfied with your image selection, click the Import arrow or the Import button in the lower-right corner of the dialog.

The import process begins and an indicator appears next to the project's name, showing the progress of the import. When images are imported, a dialog appears.

8 Click Eject Card, Erase and Eject Card, or Done.

As the images appear in the Browser, you can begin working with them. Images may temporarily appear as gray boxes until the loading is complete.

Importing Image Files Stored on Your Computer

You can import image files stored on your computer and other storage devices. You have a choice of storing imported images in the Aperture Library, importing images as referenced images and leaving them in their current locations, or importing images as referenced images and moving or copying them to a different location.

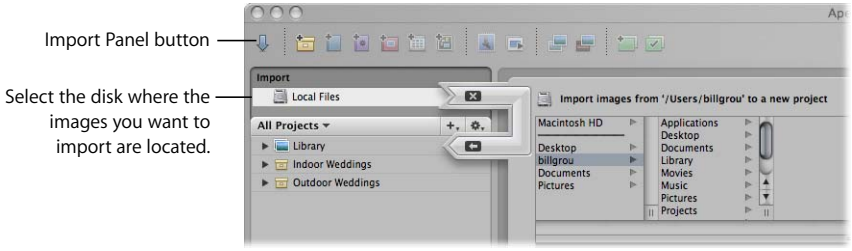
Note: If you have folders of images to import, you can import them using the Import Folders as Projects command. For more information, see "Importing Folders of Images from the Finder" on page 111.

You can import image files in many common image formats, including images scanned from nondigital sources such as film and photographic prints. Adding these image files to your Aperture database is as simple as navigating to the folder where they reside on your hard disk using the Import dialog.

When you import images from a folder on your computer system, you have the choice of importing the images into a new project or an existing one.

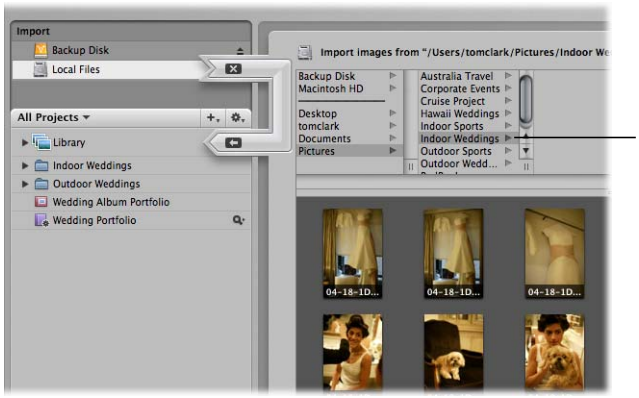
To import image files stored on your computer's hard disk or other storage device:

1. If the Import panel is hidden, click the Import Panel button in the toolbar to show it (or press Shift-I).
2. Select the disk that holds the image files you want to import.



The Import dialog appears with the file browser at the top.

3 In the file browser, navigate to the folder containing the image files you want to import.



When you have selected the folder containing the image files you want to import, image thumbnails appear in the Import dialog.

4 In the Projects panel, do one of the following:

- Select Library to create a new, untitled project or choose File > New Project (or press Command-N). (The Import arrow points at the Library.)
- Select an existing project to hold your images. (The Import arrow points at the selected project.)

The top-left portion of the Import dialog updates, displaying where the images are being placed.

5 Select the images you want to import by Shift-clicking to select a range of adjacent images, Command-clicking to select nonadjacent images, or dragging a selection rectangle around the images you want.

6 Choose a location for the imported images by doing one of the following:

- *To store imported master image files in the Aperture Library:* Choose In the Aperture Library from the Store Files pop-up menu.
- *To import the files as referenced images stored in their current locations on your hard disk:* Choose "In their current location" from the Store Files pop-up menu.
- *To store imported master image files as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
- *To store imported master image files as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select the folder you want. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names. For more information about specifying folders to hold your imported images, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button. For more information about moving and copying files, see "Changing the Location of Images When You Import Them" on page 100.

7 Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. You can also apply the name format to the master image as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.

8 To add metadata to your images as they're imported, choose a metadata preset from the Add Metadata From pop-up menu. For more information about setting up and using metadata presets, see "Working with Metadata Views" on page 235.

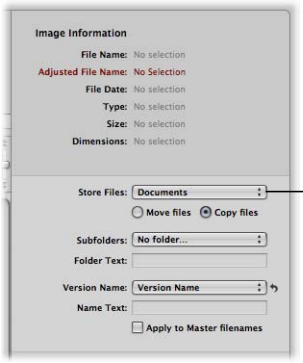
9 When you are satisfied with your image selection, click the Import arrow or the Import button in the lower-right corner of the dialog.

As the images appear in the Browser, you can begin working with them.

Note: If the folder contains subfolders of images and you want those imported too, choose File > Import > Folders as Projects as described in "Importing Folders of Images from the Finder" on page 111.

Changing the Location of Images When You Import Them

When you import images stored on a hard disk, you can copy or move those images to a new location. You specify a new location for the moved or copied files by choosing a destination folder from the Store Files pop-up menu in the Import dialog.

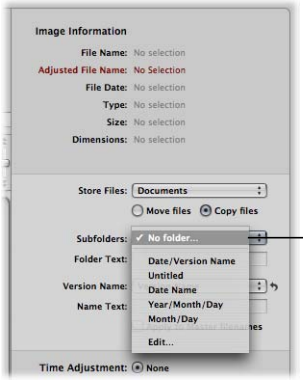


Choose a folder destination for the files you are moving or copying using this pop-up menu.

You specify filenames used within Aperture by choosing a name format from the Version Name pop-up menu. You can also have Aperture change the Finder filename of images to the selected name format by selecting the "Apply to Master filenames" checkbox. Then an image will have the same filename in the Finder and in Aperture.

When you move or copy image files to a different location, you can have Aperture place them as individual files in the destination folder, or place them in subfolders within the destination folder. For example, a group of images might be copied into a destination folder with each image placed in a subfolder identified by a date. Or, each image might be placed in a hierarchy of subfolders organized by year, month, and day.

You choose the subfolder organization you want from the Subfolders pop-up menu. You can also specify your own custom folder organizations by choosing the Edit command.

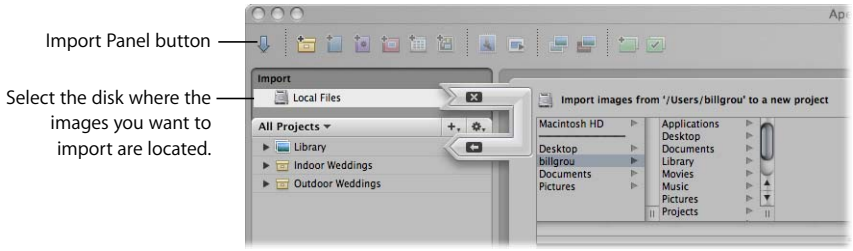


Subfolders pop-up menu

For more information about creating custom subfolder hierarchies, see "Importing Master Files for Referenced Images into Folders" on page 103.

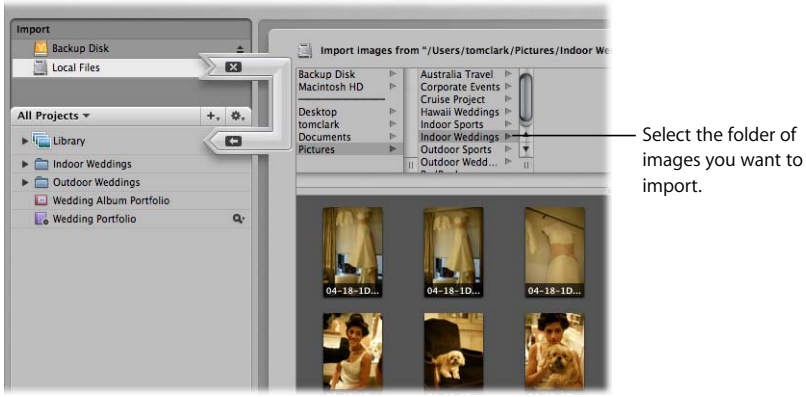
To copy or move images to a new location when importing them from a hard disk:

1. Click the Import Panel button in the toolbar (or press Shift-I) to show the Import panel.
2. Select the disk that holds the image files you want to import.



The Import dialog appears with the file browser at the top.

3. In the file browser, navigate to the folder containing the image files you want to import.



When you have selected the folder containing the image files you want to import, image thumbnails appear in the Import dialog.

4. In the Projects panel, do one of the following:
   - Select Library to create a new, untitled project or choose File > New Project (or press Command-N). (The Import arrow points at the Library.)
   - Select an existing project to hold your images. (The Import arrow points at the selected project.)

   The top-left portion of the Import dialog updates, displaying where the images are being placed.
5. Select the images you want to import.

6 Choose a location for the imported images by doing one of the following:

- *To store imported master image files as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
- *To store imported master image files as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select the folder you want. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names. For more information about specifying folders to hold your imported images, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button. For more information about moving and copying files, see "Changing the Location of Images When You Import Them" on page 100.

7 Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. You can also apply the name format to the master image as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.

8 To add metadata to your images as they're imported, choose a metadata preset from the Add Metadata From pop-up menu. For more information about setting up and using metadata presets, see "Working with Metadata Views" on page 235.

9 When you are satisfied with your image selection, click the Import arrow or the Import button in the lower-right corner of the dialog.

As the images appear in the Browser, you can begin working with them.

Importing Master Files for Referenced Images into Folders

When you import images as referenced images, you can have Aperture place their master files individually into a selected folder, or create subfolders to hold the files. For example, you might have the imported image files placed in subfolders identified by date. You can create folder name format presets that you can quickly choose to select the folder name format you want.

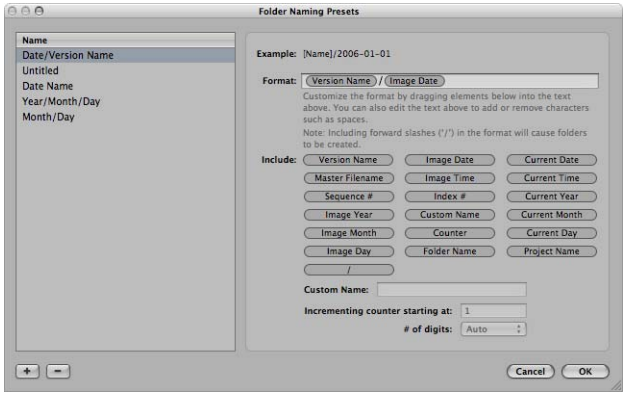
To create a folder name format, you select the name elements you want in the Folder Naming Presets dialog. You can specify a combination of name elements to create the custom folder names you want. You can compose folder name formats that combine the following name elements:

- Version Name
- Master Filename
- Sequence Number (1 of 3, 2 of 3, 3 of 3)
- Image Year
- Image Month
- Image Day
- Image Date
- Image Time
- Index Number (1, 2, 3)
- Custom Name
- Counter (001, 002, 003)
- Current Date
- Current Time
- Current Year
- Current Month
- Current Day
- Folder Name
- Project Name

You can also create a hierarchy of folders within folders. For example, you can specify that Aperture place your images in a subfolder named Date, and within that folder you can create subfolders identified by the time the image was taken. To create the folder name format, you drag the elements you want into the Format field and drag the forward slash element between the elements where a subfolder should be created.

To create a custom folder name preset:

1 In the Import dialog, choose Edit from the Subfolders pop-up menu.



The Folder Naming Presets dialog appears.

2 Click the Add (+) button to create a new name format, or select the preset name format you want to change.

3 Drag the name elements you want into the Format field in the order you want them.

4 Drag a backslash between the elements where you want subfolders created.

5 Enter a custom name in the Custom Name field, if you want.

6 Click OK.

Your new folder name format now appears in the Subfolders pop-up menu.

When using a counter in your folder name format, you can specify the starting number and the number of digits, from one to six digits, that appear in the counter. When you use a folder name format with a counter, make sure to reset the initial starting number, if necessary. Otherwise, on the next import Aperture will continue numbering the image folders starting from the last number of the previous import.

To reset the starting number of a counter in a folder name format:

- In the Folder Naming Presets dialog, type 0 (zero) in the "Incrementing counter starting at" field.

Automatically Naming Your Imported Images

The filenames given to images by the camera are often difficult to distinguish. When you import images, you can have Aperture use the original name assigned by the camera, or use a filenaming convention that you choose or create. For example, you can use a name format that includes a name that you specify, plus the date, time, and index number. Aperture provides a number of preset name formats, and you can also create your own naming conventions to suit the different types of shoots you do. You can choose a preset name format when you import new photos.

Aperture provides the following preset name formats:

Preset name format	Example
Master Filename	IMG001
Image Date/Time	2005-10-14 09.03.25 PM
Version Name	IMG001
Version Name and Date/Time	IMG001 - 2005-10-14 09.03.25 PM
Version Name with Sequence	IMG001 (1 of 2), IMG002 (2 of 2)
Version Name with Index	IMG001 1, IMG002 2
Custom Name with Index	Thailand 1, Thailand 2
Custom Name with Counter	Thailand 001, Thailand 002

You can apply names to your image files when you import them and when you export them. You can specify names that will be applied to the versions and to the digital master files. For example, when you import images from your camera, you can specify that a name format be applied to each image version that Aperture creates. You can also specify that Aperture apply names to the digital master files as they are stored in the Library or on a hard disk. When importing image files, you select the "Apply to Master filenames" checkbox to apply the name format you want to the digital master files. Then both versions and digital master files will share the same name format. When you export master files, you can also rename the digital master files, if you choose.

When you import digital master files as referenced images, you can't rename the digital master files when you leave the digital master files in their original locations. However, when you import digital master files as referenced images and move them to a new hard disk location, you can rename them at that time.

To choose a preset name format:

1. In the Import dialog, choose a name format from the Version Name pop-up menu.
2. To apply the filename to the digital master file as well as to the version names, select the "Apply to Master filenames" checkbox.

Applying Valid Filenames

Proper filenaming is one of the most critical aspects of media and project management. When you capture your digital master files, consider how and where your files may be used in the future. Naming your files simply and consistently makes it easier to share media among multiple photographers, transfer projects to other Aperture systems, move files across a network, and properly restore archived projects. The following sections present several issues to consider when naming project files and image files.

Avoiding Special Characters

The most conservative filenaming conventions provide the most cross-platform compatibility. This means that your filenames will work in different operating systems, such as Mac OS X and other UNIX-based operating systems, Mac OS 9, and Windows. You also need to consider filenaming when you transfer files via the Internet, where you can never be certain what computer platform your files may be stored on, even if temporarily.

Avoid	Example characters	Reasons
File separators	: (colon) / (slash) \ (backslash)	You cannot use colons in the names of files and folders because Mac OS 9 (Classic) uses this character to separate directories in pathnames. In addition, some applications may not allow you to use slashes in the names of items. These characters are directory separators for Mac OS 9, Mac OS X, and DOS (Windows) respectively.
Special characters not included in your native alphabet	□ □ ¢ ™	These characters may not be supported or may be difficult to work with when exported to other applications.
Punctuation marks, parentheses, quotation marks, brackets, and operators	. , [ ] { } ( ) ! ; “ ‘ * ? < > |	These characters are often used in scripting and programming languages.
White space characters such as spaces, tabs, new lines, and carriage returns (the last two are uncommon)		White space is handled differently in different programming languages and operating systems, so certain processing scripts and applications may treat your files differently than expected. The most conservative filenames avoid all use of white space characters, and use the underscore (_) character instead.

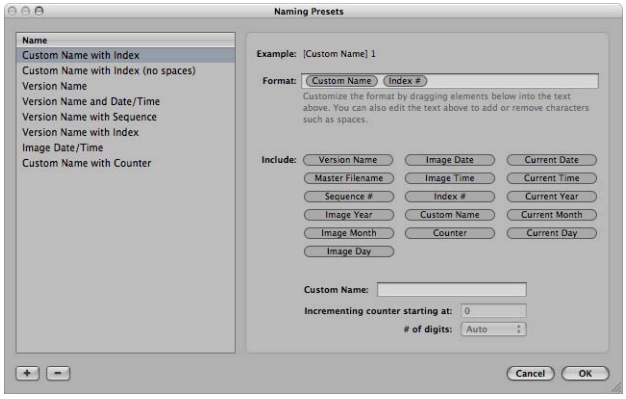
Creating Custom Name Formats

In addition to the preset name formats, you can create custom name formats. To create a name format, you select the name elements you want in the Naming Presets dialog. You can compose a name format that combines the following name elements:

- Version Name
- Master Filename
- Sequence Number (1 of 3, 2 of 3, 3 of 3)
- Image Year
- Image Month
- Image Day
- Image Date
- Image Time
- Index Number (1, 2, 3)
- Custom Name
- Counter (001, 002, 003)
- Current Date
- Current Time
- Current Year
- Current Month
- Current Day

To create a custom name format:

1 In the Import dialog, choose Edit from the Version Name pop-up menu.



The Naming Presets dialog appears.

2 Click the Add (+) button to create a new name format, or select the preset name format you want to change.

3 Drag the name elements you want into the Format field in the order you want them. You can also add valid characters or spaces between the name elements. For more information about valid filenaming characters, see "Automatically Naming Your Imported Images" on page 105.

4 Enter a custom name in the Custom Name field, if you want.

5 Click OK.

Your new name format now appears in the Version Name pop-up menu.

When using a counter in your name format, you can specify the starting number and the number of digits, from one to six digits, that appear in the counter. When you use a preset name format with a counter, make sure to reset the initial starting number, if necessary. Otherwise, on the next import Aperture will continue numbering the imported images starting from the last number of the previous import.

To reset the starting number of a counter in a name format:

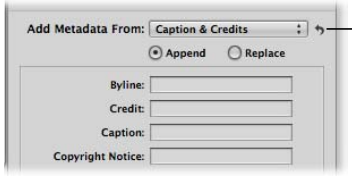
- In the Naming Presets dialog, type 0 (zero) in the "Incrementing counter starting at" field.

Adding Metadata to Images During Import

You can add metadata to your images as they are imported into Aperture. Adding metadata during import helps you keep track of your images and quickly locate them using the Query HUD. For example, you can add IPTC keywords and other metadata to the image files.

To add metadata to your images as they're imported:

- Choose a metadata view or preset from the Add Metadata From pop-up menu in the Import dialog.



When you choose a view, Aperture displays the metadata fields for that view for you to complete. You can enter the metadata you want in the fields.

When you choose a metadata preset, Aperture displays the list of metadata fields and metadata for that preset. You can edit the metadata preset to store any metadata that you want to apply frequently to your images using the Metadata Inspector. For more information about editing metadata presets, see Chapter 11, "Working with Metadata," on page 225.

To clear the entries in the metadata fields:

- Click the Reset button (with a curved arrow) beside the Add Metadata From pop-up menu.

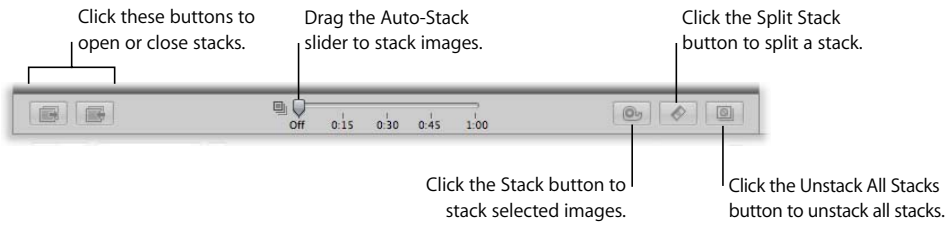
Creating Stacks Automatically During Import

You can automatically create stacks when you import images. You can preview the stacks before you import using the Auto-Stack slider in the Import dialog. For detailed information about working with stacks, see Chapter 8, "Stacking Images and Making Picks," on page 175.

Stacks are automatically created based on auto-bracketed images and images shot continuously or within short intervals of time. You can manually adjust the stacking of images shot within a short period of time by specifying the time interval of images that should be stacked.

To create stacks automatically:

1. If necessary, show the Import panel by clicking the Import Panel button in the toolbar.
2. Select your camera or card reader, or navigate to a folder on your hard disk that holds images you want to import.
3. Select the images you want to import.
4. Adjust the Auto-Stack slider.


Click these buttons to open or close stacks.
Drag the Auto-Stack slider to stack images.
Click the Split Stack button to split a stack.
Off
0:15
0:30
0:45
1:00
Click the Stack button to stack selected images.
Click the Unstack All Stacks button to unstack all stacks.

You can adjust the period of time between shots from 1 second to 1 minute.

When the images appear stacked, you can open or close the stacks by clicking the Open All Stacks and Close All Stacks buttons. If you want to divide a stack, you can select an image within a stack and click the Split Stack button, and a new stack appears holding your selected image and stacked images after it. You can also unstack your images by clicking the Unstack All Stacks button.

If you are not satisfied with how the images are stacked, drag the slider to the Off position.

You can also manually select and stack images in the Import dialog in the same way you can in the Browser. For more information about stacking images, see Chapter 8, "Stacking Images and Making Picks," on page 175.

Adjusting the Image File's Time When Importing

On a trip, it's easy to forget to update your camera's clock to match the local time zone. If you didn't synchronize your camera time to the new location, Aperture makes it easy to correct the time assigned to the image file by whole hours when importing.

To adjust image file capture time when importing:

1. If necessary, show the Import panel by clicking the Import Panel button in the toolbar.
2. Select your camera or card reader, or navigate to a folder on your hard disk that holds images you want to import.
3. Select the images you want to import.
4. In the Import dialog, select Adjust Time Zone.
5. Choose the time zone that matches the camera's time setting from the Camera Time Zone pop-up menu.
6. Choose the time zone of the shoot location from the Actual Time Zone pop-up menu.
7. Verify that the additional settings are correct, then click the Import button.

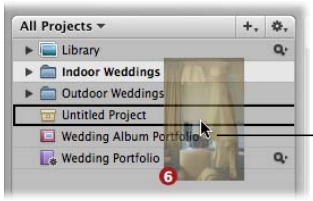
   Aperture automatically updates the capture time of your image files according to the Time Adjustment settings.

Dragging Files from the Finder to the Projects Panel

You can drag image files from the Finder or desktop directly into a project. This is useful if you've received image files from a source other than your camera, and you want to use them in Aperture. You can also do this if you have image files scattered on your desktop or throughout folders on your system and you want to consolidate them in one place in the Library.

To quickly import image files from the Finder into a project:

1. In the Projects panel, create a new project or select an existing project.
2. Locate the image file or files in the Finder.
3. Select the image files and drag them to the project in the Projects panel.



The import process begins and an indicator appears next to the project's name, showing the progress of the import.

Importing Folders of Images from the Finder

If you've spent time organizing your images into a meaningful hierarchy on your computer and you want to keep that organization, you can import a folder of images as a project or drag it directly into the Projects panel. When you import a folder of images or drag it into the Projects panel, the folder becomes a project and any subfolders become albums within the project.

> ***Warning:*** When importing folders of images into Aperture, carefully plan how you want your images organized before you begin. The top-level folder containing images becomes a project containing all the images in the subfolders as well. This means that if you import a folder with thousands of images contained within its subfolders, Aperture will create a project with thousands of images. You can import a maximum of 10,000 master images into a project. If you have over 10,000 images to import into Aperture, consider importing the subfolders individually instead. Each subfolder will then become its own project.

To import a folder of images from the Finder using the Import command:

1. In the Projects panel, select Library.
2. Choose File > Import > Folders into a Project.
3. Select the folder of images that you want to import.
4. Choose a location for the imported images by doing one of the following:
   - *To store imported master image files in the Aperture Library:* Choose In the Aperture Library from the Store Files pop-up menu.
   - *To import the files as referenced images stored in their current locations on your hard disk:* Choose "In their current location" from the Store Files pop-up menu.
   - *To store imported master image files as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
   - *To store imported master image files as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select the folder you want. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names. For more information about specifying folders to hold your imported images, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button.

5 Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. You can also apply the name format to the master image as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.

6 Click Open.

The top-level folder is converted to a project. If the folder you imported contains a hierarchy of subfolders and images, the subfolders appear as albums.

You can select multiple folders to import by Shift-clicking them.

When you drag folders into the Projects panel, Aperture uses the last import settings you specified to determine how the folders are imported and where they are stored.

To drag folders into Aperture:

1 In the Finder, locate the folder containing the images you want to import.

2 Drag the folder to the Projects panel.

The top-level folder is converted to a project. If the folder you imported contains a hierarchy of subfolders and images, the subfolders appear as albums.

Importing Your iPhoto Library

When you first open Aperture, a dialog appears that enables you to import your iPhoto Library. You can import your iPhoto Library, copying it into the Aperture Library, or you can simply allow Aperture to access the iPhoto Library as referenced images without storing it in the Aperture Library.

The organization of your iPhoto images and albums is maintained as projects in the Projects panel. Each image's name, EXIF information, keywords, rating, and any applied adjustments are maintained as well. You cannot import slideshows, books, and Smart Albums from your iPhoto Library.

Note: You must upgrade to iPhoto version 5.0.4 or later before you can import photos from your iPhoto Library into Aperture.

If you choose not to import your iPhoto Library right away, you can do it later.

To import your iPhoto Library:

1. Choose File > Import > iPhoto Library.
2. Select the iPhoto Library folder using the file browser in the Import dialog.
3. Choose a location for the imported images by doing one of the following:
   - *To store imported master image files in the Aperture Library:* Choose In the Aperture Library from the Store Files pop-up menu.
   - *To import the files as referenced images stored in their current locations on your hard disk:* Choose "In their current location" from the Store Files pop-up menu.
   - *To store imported master image files as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
   - *To store imported master image files as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select the folder you want. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names. For more information about specifying folders to hold your imported images, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button.
4. Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

   For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. You can also apply the name format to the master image as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.
5. Click Choose.

   Your iPhoto Library is imported into Aperture.

   If you choose to store the photos imported from your iPhoto Library in the Aperture Library, Aperture makes a copy of each image file and places it in the Aperture Library. This doubles the amount of disk space the image files occupy on your computer. To save space, import the photos in your iPhoto Library as referenced images. You can also delete images from your iPhoto Library after importing them, but you will no longer have access to those images within iPhoto. If you choose not to delete the images in your iPhoto Library, any changes you make to those images in iPhoto will not be reflected in the duplicate images in Aperture.

   Note: You can also import individual images or albums from your iPhoto Library.

Transferring Projects from Another System

If you work with several computers, or work on a project with other people, you may find it necessary to transfer projects from one Aperture system to another. Transferring projects is a simple import process.

To transfer a project from one computer to another:

1. Select the project you want to transfer, then choose File > Export Project (or press Command-Shift-E).
2. Enter a name and choose a location for the exported project.
3. If your project contains referenced images, select the "Consolidate images into exported project" checkbox to transfer the original referenced images' master files as well as the previews and metadata as a self-contained project that another Aperture system can use.

   If you want to transfer projects with referenced images to another computer, and don't want to transfer the referenced images' master files, but would rather transfer just the referenced image previews, don't select the "Consolidate images into exported project" checkbox.
4. Click Save.

   The project file is exported to the location you chose.
5. Connect or network the two computers together.

   For more information, see the documentation that came with the computers.
6. Open Aperture on the computer to which you want to transfer the project.
7. In the Projects panel, select Library.
8. Choose File > Import > Projects.
9. In the Import dialog, navigate to the location on the other computer where the project you want to transfer is stored, select the project, then click Open.

   The selected project appears in the Projects panel.

Making an Immediate Backup

After you import images into Aperture, you can make an immediate backup to ensure that your digital master files exist in more than one place. You do this by having Aperture update your vault. For more information, see Chapter 20, "Backing Up Your Images," on page 399.

Where Aperture Stores Your Managed Files in the Library

You always view and work with your images within Aperture. However, you may wonder where your managed image files physically reside in the Aperture Library on your computer's hard disk. By default, your images are stored in the Aperture Library file within your Pictures folder.

You can open and see the contents of the Aperture Library file in the Finder by Control-clicking the file and choosing Show Package Contents. However, it's not recommended that you access or work with your master files in this way because it presents a risk of interfering with the Aperture Library.

Warning: You should always back up and work with your managed images and projects from within the Aperture application. If you move or accidentally change the files stored in the Aperture Library file, Aperture may not be able to locate your project and images later. Making a change to a managed file in the Finder, such as renaming it, creates changes that the application cannot track.

Part II: Photo Editing

II

This section explains the Aperture features used for photo editing and working with your images.

Chapter 5 Working with Images in the Browser

Chapter 6 Displaying Images in the Viewer

Chapter 7 Viewing Images in Full Screen Mode

Chapter 8 Stacking Images and Making Picks

Chapter 9 Rating Images

Chapter 10 Applying Keywords to Images

Chapter 11 Working with Metadata

Chapter 12 Searching for and Displaying Images

Chapter 13 Grouping Images with Smart Albums

Working with Images in the Browser

5

After a shoot, you may need to sort through hundreds or even thousands of images in a project. Aperture provides efficient methods for increasing your productivity when working with large numbers of images.

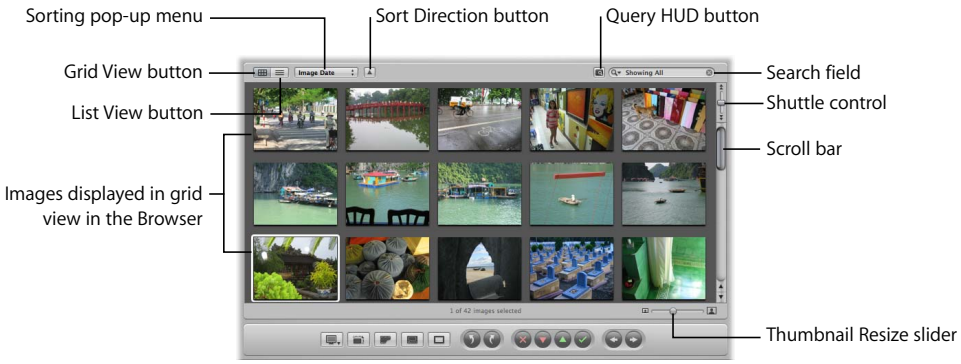
This chapter provides information about using the Browser to select and organize images in a project. The Browser works together with the Viewer to provide the principal views of your images. You can quickly search for an image in a project, reorder and sort images, rotate images to portrait or landscape orientation, create new versions, and delete images.

This chapter covers:

- An Overview of the Browser (p. 120)
- Navigating Through and Selecting Images (p. 122)
- Working with a Selection of Images (p. 124)
- Working with Images in Grid View (p. 125)
- Working with Images in List View (p. 126)
- Searching for Images in the Browser (p. 127)
- Rearranging Images in the Browser (p. 128)
- Sorting Images in Grid View (p. 129)
- Rotating Images (p. 130)
- Creating Versions of an Image (p. 130)
- Deleting Images from the Browser (p. 132)
- Dragging Images into Different Projects and Albums (p. 134)
- Working with Referenced Images (p. 135)
- Working with Two Projects Open (p. 141)
- Displaying Specific Metadata with Your Images (p. 142)

An Overview of the Browser

When you select a project or album in the Projects panel, thumbnails of its images appear in the Browser. You select images in the Browser to work with them. You can move and rearrange images, rotate images, make new versions, and delete images from the project.



- *Grid View button:* Click this button to display images as thumbnails.
- *List View button:* Click this button to display images as a text list.
- *Sorting pop-up menu:* You can choose to sort images by image date, rating, or keywords from this pop-up menu.
- *Sort Direction button:* Click this button to sort images in ascending or descending order.
- *Query HUD button:* Click this button to show the Query HUD for searching. For more information, see Chapter 12, "Searching for and Displaying Images," on page 247.
- *Search field:* Enter text to search for images associated with that text, such as a version name or keyword.
- *Shuttle control:* Drag this to shuttle continuously through images in the Browser. You can also use the J, K, and L keys.
- *Scroll bar:* Use this to scroll through all images in a project.
- *Thumbnail Resize slider:* Drag this slider to increase or decrease the size of thumbnails displayed in grid view.

Aperture provides fast and efficient ways of selecting images. You can use the arrow keys to quickly select an image or multiple images to work on. You can also select images by clicking, dragging a selection rectangle, and using keyboard shortcuts.

You can display images in the Browser in either grid view or list view. Grid view organizes thumbnails of your images in a grid pattern. Use grid view when it's easiest to identify your images by sight and work with thumbnails as you organize, stack, or assign keywords to images.

List view displays a list of your images with associated file information. Use list view when you need to see or sort your images by corresponding file data such as image date, file size, or rating.

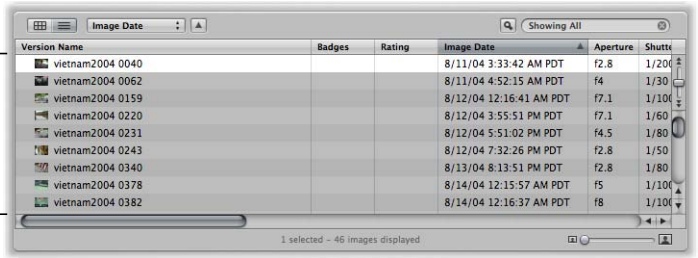


Image Date
Showing All
Version Name
Badges
Rating
Image Date
Aperture
vietnam2004 0040 8/11/04 3:33:42 AM PDT f2.8
vietnam2004 0062 8/11/04 4:52:15 AM PDT f4
vietnam2004 0159 8/12/04 12:16:41 AM PDT f7.1
vietnam2004 0220 8/12/04 3:55:51 PM PDT f7.1
vietnam2004 0231 8/12/04 5:51:02 PM PDT f4.5
vietnam2004 0243 8/12/04 7:32:26 PM PDT f2.8
vietnam2004 0340 8/13/04 8:13:51 PM PDT f2.8
vietnam2004 0378 8/14/04 12:15:57 AM PDT f5
vietnam2004 0382 8/14/04 12:16:37 AM PDT f8
1 selected - 46 images displayed

Images displayed in list view in the Browser

List view is a great way to quickly see information about your files. You can also use list view to sort your images by any of the column categories. Click the category column heading to sort your images by that category.

You can also customize the information that appears with your images. For example, you can set your images to appear with filename, IPTC data, and EXIF data. You can change what information appears in the Browser in grid and list views by customizing view options. For more information, see "Displaying Specific Metadata with Your Images" on page 142.

If you make a mistake while editing, in most cases you can choose the Undo command to immediately cancel your last action. In fact, you can choose the Undo command multiple times to undo your last series of actions. Aperture places deleted digital master files in the Trash. If you discover a deletion you did not intend to make, and the Undo command cannot recover the deletion, you can still recover the master file from the Trash until the Trash is emptied.

Navigating Through and Selecting Images

Selecting images is a fundamental task in Aperture. Knowing the many ways you can select images can help increase your productivity and satisfaction while working with your images.

You can select one or several of the images in the Browser to view them in the Viewer. Aperture identifies the images you've selected by displaying them with a white border. When you select a group of images, the actively selected image, called the *primary selection*, appears with a thick white border and the rest of the selected images appear with thin white borders.

To navigate to images, do one of the following:

- Press an arrow key to move left, right, up, or down.
- Use the scroll bar to scroll through the images in the Browser, then click the image you want.
- In the control bar, click the Previous Image or Next Image button.

Aperture provides fast and efficient ways of selecting images, depending on your work style and preferences.

You can select images in the following ways:

Task	Action
Select a single image	• Click the image. • Press the arrow keys to navigate to the image.
Select a range of images	• Click the first image in a range, then Shift-click the last image. • Press the arrow keys to select the first image, then press Shift and the arrow keys to select the last image in the range. • Select the first image, then choose Edit > Grow Selection (or press Command-E) to extend the selection. • Select the first image, then choose Edit > Select to End (or press Shift-End) to extend the selection to the last image in the Browser. • Select the last image in a range, then choose Edit > Select to Beginning (or press Shift-Home) to extend the selection to the first image in the Browser. • Drag a selection rectangle to select all the images that fall within the rectangle.
Select an image among selected images	• Press semicolon (;) or press Command–Option–Left Arrow to select the previous image in the selection. Press apostrophe (') or press Command–Option–Right Arrow to select the next image in the selection.
Select an image in a stack	• Press the Right or Left Arrow key.
Select the "pick" of the stack	• Choose Edit > Select Parent (or press Shift-Option-E).
Select nonadjacent images	• Command-click the images you want to select. Command-click the images again to deselect them.
Slide a selection	• Press Command–Left Arrow or Command–Right Arrow to slide the current selection over by one image. For example, you can move a three-image selection left or right by one image at a time.
Select the next stack	• With a stack selected, press Option–Page Up or Option–Page Down.
Select or set a compare item	• Select the image, then press Return.
Deselect the compare item	• Press Command-Return.
Select a different compare item	• Select the image you want as a compare item, then press Return.
Select all images in the Browser	• Choose Edit > Select All (or press Command-A).
Select only the primary image, deselecting all others	• Choose Edit > Reduce Selection (or press Shift-E).
Deselect all images in the Browser	• Click the gray background of the Browser, or Choose Edit > Deselect All (or press Command-Shift-A).
Deselect the current selection and select all unselected images	• Choose Edit > Invert Selection (or press Command-R).

Working with a Selection of Images

At times, when you select a group of images, you may want to apply a change to only the last image selected, and not change all the other selected images. Aperture provides a Primary Only button in the control bar that gives you the option of applying changes to the primary image in a group of selected images, leaving the rest of the selected images unchanged. The primary image in a selected group of images appears with a thick white border. You can change the primary image in a selection, without changing the number of images selected, by pressing the Left or Right Arrow key.

Aperture is preset to have the Primary Only feature turned off, which applies your changes to all the images in a selection.

To apply a change to only the primary image of a selection of images:

- Click the Primary Only button.

If you discover that a change was applied to only one image when you expected it to change multiple selected images, check to see if the Primary Only button is selected.

Working with Images in Grid View

Grid view displays a grid of thumbnails as a top-level view of your project. Grid view is the Browser's default view. If your project has many images, you may want to adjust the size of the thumbnails to a size convenient for selecting and working with them. You can also use the Shuttle control or scroll bar to scroll through the images.

To switch to grid view, do one of the following:

- Choose View > Grid (or press Control-G).
- Click the Grid View button in the Browser.

To adjust thumbnail size:

- Drag the Thumbnail Resize slider to increase or decrease the size of the thumbnails.

To shuttle continuously through the images in a project, do one of the following:

- Drag the Shuttle control.
- Press J to shuttle left, press K to stop shuttling, or press L to shuttle right.

Note: Pressing J or L multiple times increases the shuttle speed.

Depending on your work preferences, you may want to lighten or darken the background that your thumbnails appear against in the Browser. The darker the background, the less it interferes with the colors in your image. It's a good idea to set the background to a dark color when performing color adjustments to your images. You can darken the background from shades of gray all the way to black, or lighten it from gray to white.

To lighten or darken the background of the Browser:

1. Choose Aperture > Preferences, or press Command-comma (,).
2. In the Preferences window, drag the Grid View Background Brightness slider to lighten or darken the background, then close the window.

Working with Images in List View

Instead of thumbnails, list view displays images by name and icon with accompanying information such as rating, image dimensions, file size, and date.

To switch to list view, do one of the following:

- Choose View > List (or press Control-L).
- Click the List View button in the Browser.

To choose what type of information is displayed in list view:

1. Choose View > View Options (or press Command-J).

   The View Options window appears.

2. In the List View Columns section, choose a display option from the Set 1 pop-up menu.

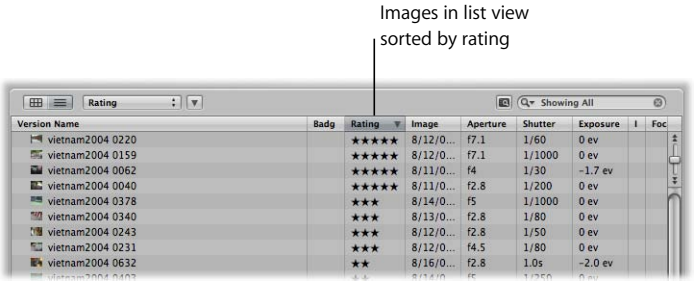
   Columns in the Browser immediately change to display the information you selected.

3. Click Done.

One of the main advantages of list view is that you can quickly sort images based on a category of information. When you click a column heading in list view, Aperture reorders the images, sorting them by that category. For example, you might sort your images by date.

To sort images in list view by a category:

- Click the category column heading in the Browser.



When you work in list view, it may sometimes be difficult to determine the content of an image based on the file information. You can enlarge the thumbnail icons that appear in list view to give you a better look at the images.

To enlarge the thumbnail icons in list view:

- Drag the Thumbnail Resize slider to increase or decrease the size of the icons.

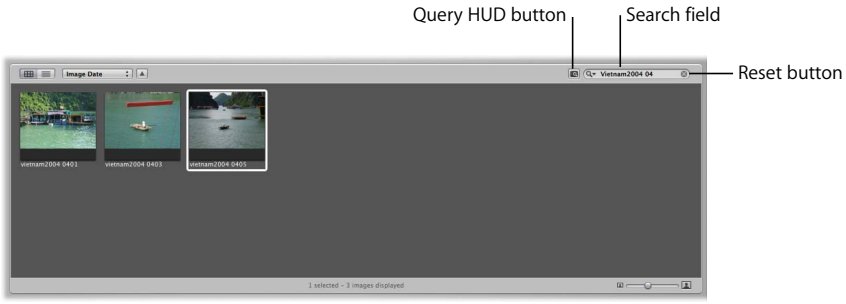
You can also easily rename files after importing. When you rename a file, you are renaming the image version, not the digital master file. The filename of the original master file does not change.

To rename an image version in list view:

- Select an image, double-click the image name, then enter a new name.

Searching for Images in the Browser

When you have many images in a project, more than the Browser can display at once, you can use the search field to locate images. Enter the search criteria in the search field and Aperture finds the image or images for you.



You can search for images in a project and show just the search results in the Browser. For example, if you have several hundred images of a wedding, but want to view only those that have the keyword *Bride*, you can use the Query HUD to display only the images of the bride, hiding the remainder from view.

For more information about using the Query HUD to find images, see Chapter 12, "Searching for and Displaying Images," on page 247.

To search for an image in the Browser:

- Enter text associated with that image in the Browser's search field.

To see all your images again:

- Click the search field's Reset button or delete the text in the search field.

Important: You can use keyboard shortcuts to quickly implement a search that displays images with specific ratings or images that have a specific keyword. It's possible while working with images to accidentally press such a keyboard shortcut and see the number of images on your screen unexpectedly change or even disappear. If this happens, you can quickly display your images by clicking the Reset button (with an X) in the search field to reset the search criteria in the Query HUD.

When viewing the contents of albums (including Smart Albums) in the Browser, you may not be able to see images with a rating of Reject. This is because the Browser Query HUD is set to show unrated images or better. To view rejected images, you must set the Browser Query HUD to show all images.

To set the Browser Query HUD to show all images:

1. In the Projects panel, select an album.
2. In the Browser, click the Query HUD button (with a magnifying glass icon).
3. In the Query HUD, deselect the Rating checkbox.

All images, including rejects, appear in the Browser, and Showing All appears in the Browser's search field.

To set the Browser Query HUD to show rejected images only:

1. In the Query HUD, make sure the Rating checkbox is selected.
2. Choose "is" from the Rating pop-up menu, and set the Rating slider to X (Reject).

Only images with the Reject rating appear in the Browser, and X appears in the Browser's search field.

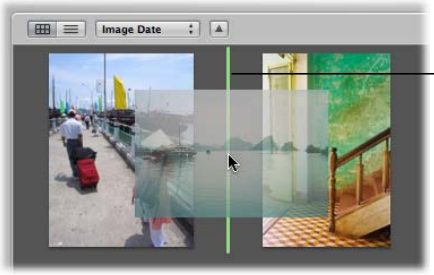
Rearranging Images in the Browser

As you work with images in the Browser, you can move and rearrange images into any order or grouping you want. For example, you might want to keep all related images of a wedding event, such as the cake cutting, in close proximity to allow you to easily adjust them.

You can drag images to new locations in the Browser. You can drag single images or selections of multiple images. When you drag images to new locations, you create a custom arrangement of your images; the Sorting pop-up menu changes to show the Custom option. Aperture records the order of your images, and any time you choose Custom from the Sorting pop-up menu, your images reappear in that order.

To rearrange images in the Browser:

- Drag the images you want to a new location; when the green bar appears, release the mouse button.



As you drag an image to a new location, a green bar marks where the image will be placed.

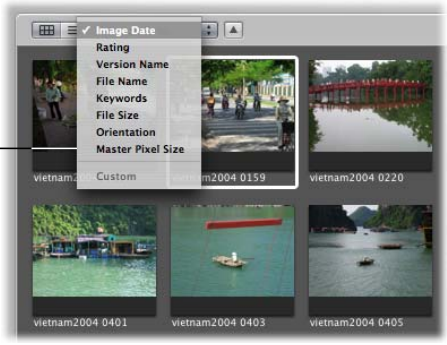
To restore a custom arrangement of your images in the Browser:

- Choose Custom from the Sorting pop-up menu.

Aperture remembers the last time you moved images and restores that arrangement.

Sorting Images in Grid View

You can change the order of images in the Browser based on image properties such as filename, file size, date, rating, and more. For example, when displaying images by filename, Aperture places the images in alphabetical order according to filename. You might also order the images by date or time. You choose the grid view sort property from the Sorting pop-up menu.



Choose the sort property you want here.

To change the displayed order of images in the Browser:

- Choose a sort property from the Sorting pop-up menu.

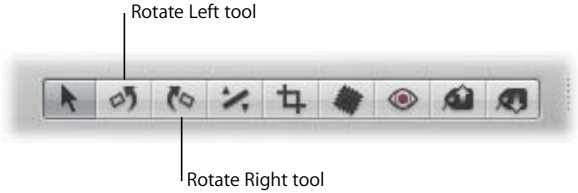
Rotating Images

When images are imported into a project, some may appear in an incorrect orientation, requiring you to rotate them right side up. The control bar provides rotate buttons for rotating selected images, and the toolbar contains rotate tools. You can rotate images individually or select a group and rotate them all at once. You can also conveniently select images and quickly rotate them using keyboard shortcuts.

To rotate images counterclockwise, do one of the following:

- Select an image or group of images, then choose Images > Rotate Counterclockwise, or press the left bracket ([) key.
- Select an image or group of images, then click the Rotate Left button in the control bar.

- Select the Rotate Left tool in the toolbar, then click an image.



To rotate images clockwise, do one of the following:

- Select an image or group of images, then choose Images > Rotate Clockwise, or press the right bracket (]) key.
- Select an image or group of images, then click the Rotate Right button in the control bar.
- Select the Rotate Right tool in the toolbar, then click an image.

Creating Versions of an Image

Occasionally, you may want to make copies of an image. For example, you might copy an image and apply different exposure settings or other adjustments, or change it for a specific use, such as for placement in a webpage or book. When you copy an image, Aperture makes a new version of the image.

When you create a new image version, you have a choice of copying the original digital master file or the currently selected version with any changes you've made. For example, if you've made a series of adjustments to an image and now you want to start from the original digital master file and make different adjustments, you can copy the digital master file and start with a fresh, unchanged image.

To create a new version from a digital master file:

1. Select the image you want to copy.
2. Do one of the following:
   - Choose Images > New Version From Master (or press Option-G).
   - Click the New Version From Master button in the toolbar.
   - To copy the master JPEG image, choose Images > New Version From Master JPEG (or press Option-J).

     Note: This command is dimmed unless a JPEG image is selected.
   - To duplicate the master file and automatically select the duplicate, choose Images > Create and Add to Selection > New Version From Master (or press Shift-Option-G).

If you're creating a number of image versions showing incremental changes to an image, you can copy the last version you made and make more changes. For example, if you plan to use the same cropping and exposure adjustments in multiple versions, it makes sense to perform those adjustments first and then make copies of the image version before proceeding.

To copy the selected image version:

1. Select the image you want to copy.
2. Do one of the following:
   - Choose Images > Duplicate Version (or press Option-V).
   - Click the Duplicate Version button in the toolbar.
   - To duplicate the version and automatically select the duplicate, choose Images > Create and Add to Selection > Duplicate Version (or press Shift-Option-V).

If you create multiple versions of an image, Aperture groups the versions in a stack. The stack represents all the versions of a particular image that you have created. You can open the stack and see the different versions you've created for an image. For example, you might open a stack of versions and select a specific image version to copy. The entire stack appears in all the different projects or albums in which the image appears.

To open a stack to see all the versions:

- Click the Stack button on the stack.

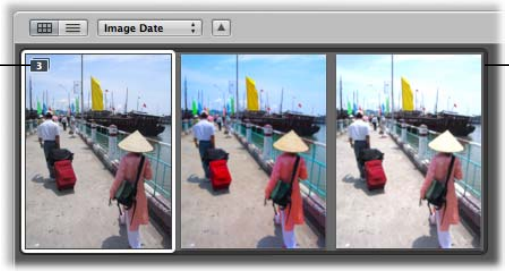


Image Date
3
Click the Stack button on an image to show all versions in the stack.
A light gray border surrounds the images in a stack.

When a stack is open, you can select any of its image versions to display that version in the Viewer. For more information about working with stacks, see Chapter 8, "Stacking Images and Making Picks," on page 175.

Deleting Images from the Browser

When necessary, you can delete versions and even digital master files.

When deleting images, you can:

- Remove a version from an album, leaving any other versions of the image in their original locations
- Delete versions from within a stack
- Delete digital master files

To remove a version from an album:

- Select the version and choose Image > Remove From Album (or press Delete).

You may also want to delete a version from a stack.

To delete a version from a stack:

1. Open the stack and select the version you want to delete.
2. Choose File > Delete Version (or press Command-Delete).

If you delete the last version in a stack, Aperture asks whether you want to delete the digital master file. If you confirm that you want to delete the master file, the master file is moved to the Trash.

When an image is represented in the Browser by a single version, you can select the version and delete it, and the corresponding digital master file is deleted as well.

To delete a master file:

1. Select a version in an album or project.
2. Choose File > Delete Version (or press Command-Delete).
3. When a dialog appears asking you to confirm that you want to delete the digital master file and versions, click Move to Trash.

You can select a stack containing versions of an image and delete all the images in the stack as well as the digital master file.

Warning: When you delete a master file, the master file and all version information is permanently removed from the Aperture Library. This includes all applied adjustments and metadata. You cannot use the Undo command to restore the master file or associated versions. Deleting a master file also clears the Undo queue, so you cannot undo the series of actions before the master file deletion. Deleted files are placed in the Trash in an Aperture folder. The deleted files are recoverable from the Trash until you empty it.

To delete a stack and its digital master file:

1. Select the stack you want to delete.
2. Choose File > Delete Master Image and All Versions.
3. When a dialog appears asking you to confirm that you want to delete the digital master file and versions, click Move to Trash.

Recovering Deleted Files

If you accidentally delete an image you meant to keep, and you can't recover it by choosing Undo, you may be able to recover it from the Trash. If you originally backed up your deleted digital master files, the vault may also still hold them. If necessary, you can restore the Library from the vault. If you updated your vault after the deletion, the deleted digital master files are placed in a folder given your vault's name and the words "Deleted Images." You can find the Deleted Images folder in the folder that holds your vault. The Deleted Images folder holds the deleted digital master files only; it does not hold any information about versions or changes to your files. You can open this folder and import the original digital master files. To remove the deleted images from your hard disk, move the files to the Trash. To make the space these files occupied on both your internal and external hard disks available, you have to empty the Trash (choose Finder > Empty Trash).

Dragging Images into Different Projects and Albums

You can drag images into different projects and albums. Depending on where you drag an image, Aperture either moves or copies the image to the new location.

As a general rule, when you drag an image into a different *project*, Aperture moves the version and the corresponding digital master file into the new project.

When you drag an image into a different *album*, Aperture copies the version into the album, leaving the master file in the original location. An image can be copied into any album in the same project or into albums in different projects. The destination album can be an album, book album, Light Table album, web gallery album, or web journal album.

You can also change the result of dragging by holding down the Option key as you drag.

To copy an image into a different album:

- Drag the image into another album in the Projects panel.

To move an image into a different album:

- Option-drag the image into another album in the Projects panel.

To move an image into a different project:

- Drag the image into another project in the Projects panel.

To copy an image into a different project:

- Option-drag the image into another project in the Projects panel.

You can also drag images out of Smart Albums. If you drag an image from a Smart Album into another album, the version is copied to the new location. If you drag an image into a project different from the project that contains the digital master file, Aperture moves the master file to the destination project. All links to versions in other albums are maintained. For more information about using Smart Albums, see Chapter 13, "Grouping Images with Smart Albums," on page 267.

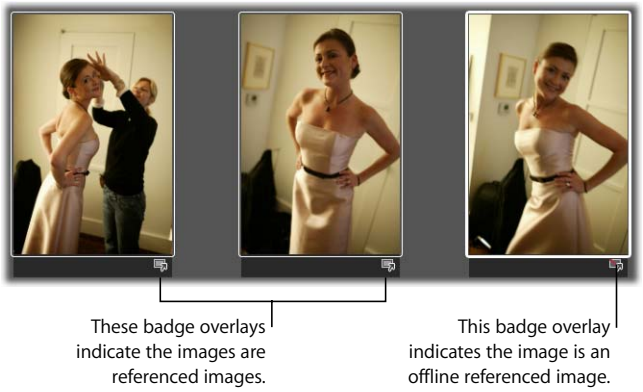
Working with Referenced Images

Master files for images that you import as referenced images may reside in many different locations on your hard disk storage devices instead of in the single location of your main Aperture Library file. At times you may need to determine which images are referenced images in order to readily locate them in the Finder. With Aperture, you can easily:

- Display badge overlays that identify referenced images
- Display a list of referenced images
- Locate a referenced image's master file on your hard disk
- Reconnect missing or offline referenced images
- Relocate referenced images' master files
- Copy, move, and delete master files for referenced images
- Move referenced images' master files to the Aperture Library
- Use the Query HUD to search for referenced images

Identifying Referenced Images

After you import referenced images, you can identify them in the Browser by turning on referenced image badge overlays. Referenced images appear with badges that show whether their master files are currently available (online) or not found (offline).


These badge overlays indicate the images are referenced images.
This badge overlay indicates the image is an offline referenced image.

To turn on referenced image badge overlays:

1. Choose Aperture > Preferences.
2. Select the "Badge referenced images" checkbox.

You can select and work with online referenced images using the same procedures you use with images whose master files reside in the Aperture Library.

Aperture keeps track of referenced images' master files when you simply move or rename the files in the Finder, keeping them on the same hard disk or volume.

A referenced image appears as an offline image if the hard disk holding the referenced image's master file has been disconnected from your computer system. A referenced image is listed as "not found" when its master file has been deleted, moved to the Trash, or moved from its original hard disk location to another hard disk drive and Aperture can't find it.

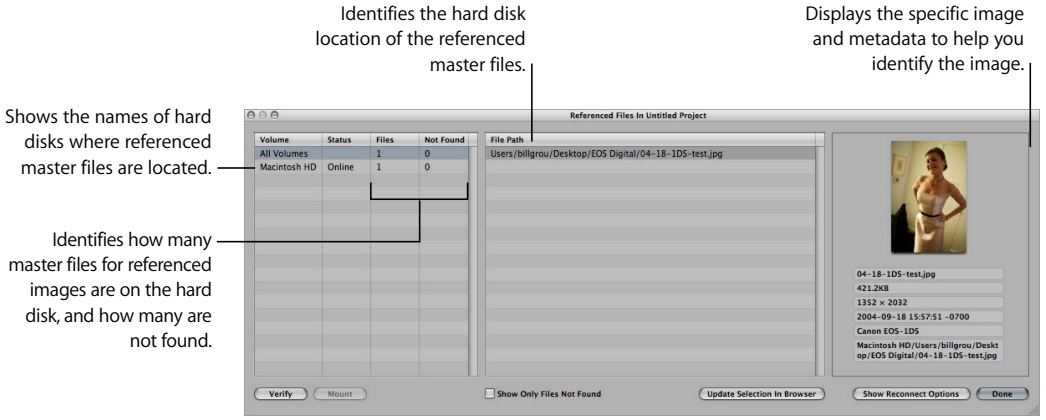
Displaying a List of Referenced Images

When working with numerous images in the Browser, you may need to determine which images have master files that reside in the Aperture Library and which are referenced images whose master files are located elsewhere on your hard disks.

You can select a group of images in the Browser and then have Aperture show a list of the referenced images within the selection and where the master files are located.

To see a list of referenced images in a selection:

1. In the Browser, select the group of images you want.
2. Choose File > Manage Referenced Files.



The Referenced Files dialog appears.

Locating a Referenced Image on a Hard Disk

At times you may need to quickly find a referenced image's master file on your hard disk to copy or move it, attach it to an email, or otherwise work with it outside of Aperture. You can select an image in the Browser and have Aperture display the image's master file location in the Finder.

To locate a referenced image's master file in the Finder:

1. Select the referenced image you want in the Browser.
2. Choose File > Show in Finder.

A Finder window appears, displaying the selected referenced image's master file.

Note: If you open a referenced image's master file from the Finder in another application, you will not see the changes or adjustments you've made to the image in Aperture. Your changes appear in versions stored in the Aperture Library, and the referenced image's master file is always left unchanged. To see the adjusted photo, you need to export a version of it.

Reconnecting Missing or Offline Referenced Images

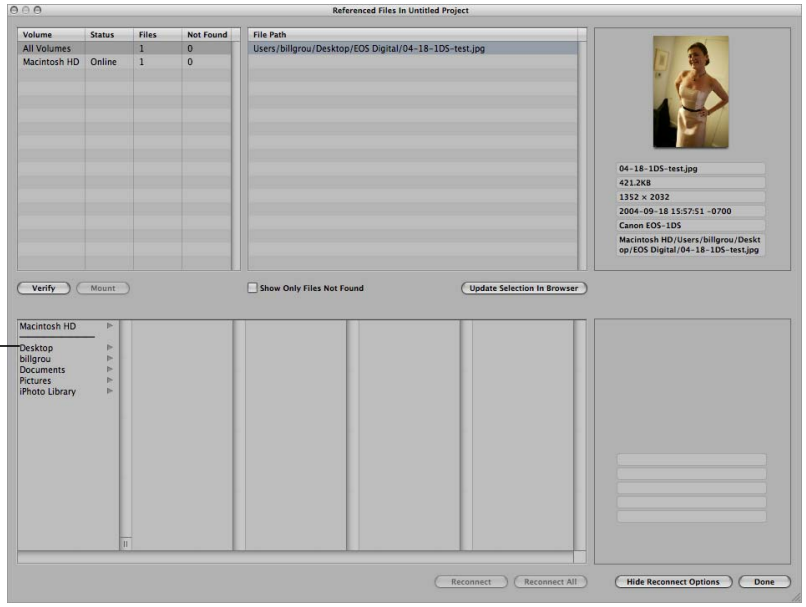
When a referenced image's master file is offline, you can't make adjustments to the image until you reconnect the master file to your Aperture system. If you have disconnected a hard disk drive that holds a referenced image's master file, you can reconnect the drive to your computer system and Aperture will automatically locate the hard disk and reconnect the master file.

If an image is offline or modified in some way that makes it unrecognizable as the original referenced image, you can still select it and have Aperture reconnect the master file for the specific image.

To reconnect an offline referenced image:

1. Reconnect the hard disk holding the referenced image's master file, or otherwise locate or make the file available to Aperture for reconnecting.
2. Select a project that contains the offline image you want to reconnect, or select the offline image in the Browser.
3. Choose File > Manage Referenced Files.

4 Click the Show Reconnect Options button.



Select the volume you want here, and navigate to the location of the file on the hard disk.

5 At the top of the window, select the file path for the master file that you want to reconnect.

A thumbnail of the image and some identifying metadata appear.

6 In the bottom half of the window, navigate to the referenced image's master file location on the hard disk and select the master file.

You can follow the file path listed for a selected image in the top of the window.

When you select the file, a thumbnail of the image and metadata appear, allowing you to compare it to the thumbnail and metadata in the upper window to make sure you've selected the correct file.

7 Click Reconnect to reconnect a specific image or click Reconnect All to reconnect all the selected images.

Relocating Referenced Images' Master Files

You can easily move master files for referenced images to new locations on the same hard disk or a different hard disk. For example, if you use several hard disks, you might want to move their master files to a convenient location on a different hard disk.

To move master files for referenced images to a new location:

1. In the Browser, select the referenced images whose master files you want to move.
2. Choose File > Relocate Masters.
3. Choose the folder location you want in the Relocate Masters dialog.
4. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate individual files in the selected folder. You can also specify that Aperture create a hierarchy of subfolders with specific folder names to store your files. For more information about specifying folders to hold your imported image files, see "Importing Master Files for Referenced Images into Folders" on page 103. Choose whether you want the image files moved or copied to the new location by clicking the "Move files" or "Copy files" button.
5. Choose a naming convention from the Name Format pop-up menu to specify how you want the master files named.

   For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your master files stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. For more information about naming files, see "Automatically Naming Your Imported Images" on page 105.
6. Click Relocate Masters.

Moving Referenced Images' Master Files to the Aperture Library

You can move referenced images' master files to the Aperture Library. For example, if you have a variety of master files stored in different hard disk locations and it would be convenient to work with them all stored in the Aperture Library, you can select the referenced images in the Browser and have Aperture move their master files to the Library. With the referenced images' master files stored in the Library, Aperture manages all aspects of them, always keeps them available, and allows you to back them up in your vaults.

To move referenced images' master files to the Aperture Library:

1. In the Browser, select the referenced images whose master files you want to move to the Library.
2. Choose File > Consolidate Masters.
3. Click Continue to confirm that you want the referenced images consolidated.

Copying, Moving, and Deleting Referenced Images

You can copy, move, and delete referenced images in your Aperture projects using the same procedures you use for other Aperture versions and digital master files.

When you copy a version of a referenced image in Aperture, a new version is created and tracked in the Aperture Library. No new files are recorded on the hard disk in the location of the referenced image's master file.

When you move a referenced image between the projects on your Aperture system, the referenced image's master file remains in its original location on your hard disk.

When you delete a referenced image's master file from Aperture, you can specify whether the image's master file is placed in the Trash.

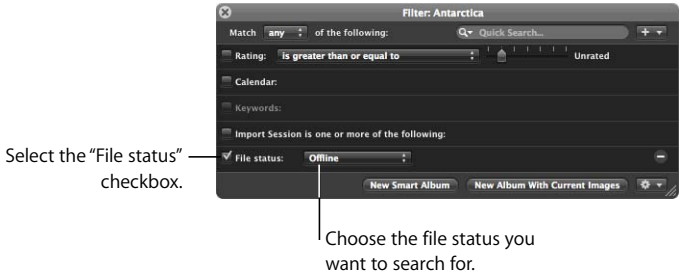
Using the Query HUD to Search for Referenced Images' Master Files

You can also search for images using their file status. For example, you can search for images that are referenced images, managed images, and online or offline images.

To search for images by file status, you use the File Status search options.

To search for images by file status:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, choose File Status from the Add Filter pop-up menu, and select the File Status checkbox.
4. Deselect any checkboxes that aren't part of your query, and choose the search criteria from the File Status pop-up menu.

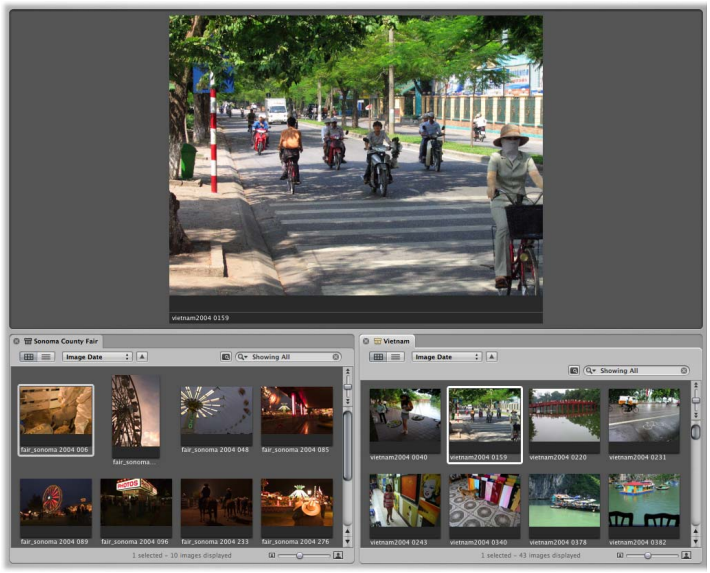

Filter: Antarctica
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
File status: Offline
New Smart Album
New Album With Current Images
Select the "File status" checkbox.
Choose the file status you want to search for.

5. Choose "any" from the Match pop-up menu, if it's not already chosen.

The images that match the search criteria are displayed in the Browser.

Working with Two Projects Open

You can work with two projects open at once, splitting the Browser into a separate pane for each project.



When you Option-click a second project in the Projects panel, Aperture splits the Browser into two panes and shows thumbnails for both projects. You can select images in either pane and see the selections in the Viewer. You may find that working with multiple projects open allows you to easily copy or transfer the contents of one project to another.

To open an additional project in a split Browser:

- Option-click the project you want to open.

To close a project opened in a split Browser, do one of the following:

- Choose File > Close Tab (or press Command-W).
- Click the close button in the project's tab.

You can also open more than two projects without splitting the Browser. When you Command-click projects in the Projects panel, you see tabs for each project appear across the top of the Browser. You can click a tab to see the image thumbnails for that particular project.

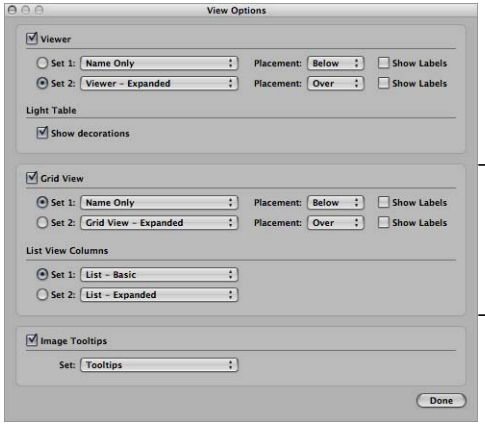
To open an additional project as a tab in the Browser:

- Command-click the project you want to open.

Displaying Specific Metadata with Your Images

To help identify your images as you work, you can set Aperture to display the metadata associated with images by changing grid or list view options. For example, you can set Aperture to display keywords, IPTC information, or EXIF information with images in grid view. You can also configure two views of information to be displayed with images and quickly switch between views. For example, the first view might show ratings for use while photo editing. You might also create another view to display IPTC and EXIF information as you manage files for export. You can then switch between views to change the information that appears with your images depending on the task at hand.

You use the View Options window to customize the display of information shown with images in the Browser.



The Browser's metadata display settings appear here.

In the Grid View section, you select the Set buttons and choose the information you want displayed. You can also choose where the information should appear from the Placement pop-up menus.

To set the display of metadata shown with images in the Browser:

1. Choose View > View Options (or press Command-J).
2. Select the Grid View checkbox.
3. Choose the metadata views you want to use from the Set 1 and Set 2 pop-up menus.
4. Choose the location where you want the metadata displayed from the Placement pop-up menus.
5. Click the Set 1 or Set 2 button to select the metadata view you want displayed.
6. Click Done.

To turn the display of metadata on or off in the Browser:

- Press U.

To switch between sets of Browser metadata information:

- Press Shift-U.

For more information about displaying metadata with your images, see Chapter 11, "Working with Metadata," on page 225.

Displaying Images in the Viewer

6

The Viewer displays a detailed view of the image or images selected in the Browser. You can view an image in incredible detail or view several images at a time.

This chapter provides instructions for displaying images in the Viewer so you can make adjustments, closely compare similar images, and inspect images at full resolution. If you use a dual-display system, you can set the Viewer to show your images on both screens to provide stunning, full-detail views.

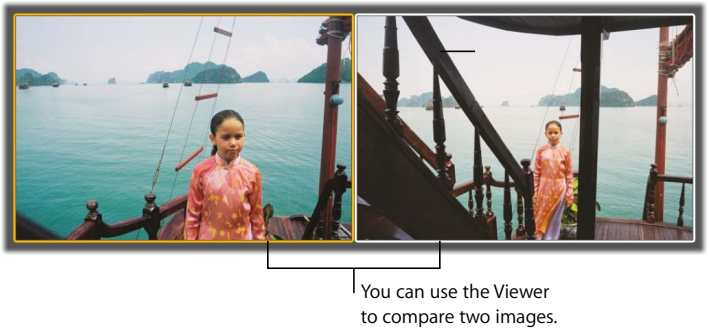
This chapter covers:

- An Overview of the Viewer (p. 146)
- Showing or Hiding the Viewer (p. 148)
- Changing the Viewer Background (p. 148)
- Changing the Number of Images in the Viewer (p. 149)
- Comparing Images (p. 150)
- Viewing Stacks (p. 151)
- Viewing Images with the Loupe (p. 151)
- Using the Color Meter (p. 152)
- Showing Hot Areas in Your Images (p. 154)
- Viewing Images at Full Resolution (p. 155)
- Viewing Master Images (p. 156)
- Setting Up the Viewer for Onscreen Proofing (p. 156)
- Viewing Images on Multiple Displays (p. 157)
- Displaying Metadata Associated with Images (p. 158)
- Selecting Image Preview Options (p. 160)
- Quickly Accessing Commands (p. 162)

An Overview of the Viewer

When you select images in the Browser, the Viewer immediately displays a detailed view of your selection. You can display one image at a time, three images at a time, or multiple images.

When rating or adjusting images, you can set the Viewer to compare two images at once. You can select an image to compare against and then display other similar or related images next to it for inspection. You might use the Aperture comparison feature to select images from a series or compare versions of adjusted images to see which is the best.



You can use a software loupe to magnify part of an image, perhaps to see the effect of removing blemishes or sharpening an image. You can position the Loupe over different portions of an image and see the magnified view.

The Loupe shows a magnified view of whatever is beneath it.

Depending on the size of your display and Viewer, images may be displayed at a reduced size to fit your Viewer. You can have Aperture display your images at full resolution, pixel for pixel, which can create images larger than can fit on your display's screen. Displaying an image at full resolution allows you to examine the image exactly as it was recorded and see the precise effects of your adjustments and changes.

Full-resolution view of an image that is larger than the Viewer's screen size

Using two displays with your Aperture system is an excellent means of viewing your images. Aperture can show your images on both displays, allowing you to dedicate one display to enlarged views. When your system uses two or more displays, Aperture provides two Viewers, called the *primary Viewer* and *secondary Viewer*. Just as you can with a single Viewer, you can set the Viewer on your second display to show images singly, three at a time, or up to ten at a time.

You can also set view options that determine the amount of information that appears with each image. For example, you can display images in the Viewer with their keywords and other information, such as IPTC or EXIF metadata.

Showing or Hiding the Viewer

You can quickly hide the Viewer to provide more room for the Browser, and show it when needed.

To show or hide the Viewer:

- Choose Window > Show/Hide Viewer (or press V).

Changing the Viewer Background

Depending on your work preferences, you may want to lighten or darken the background that your images appear against in the Viewer. You can darken the background from shades of gray all the way to black, or lighten it from gray to white.

To change the background of the Viewer:

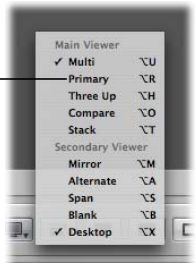
1. Choose Aperture > Preferences, or press Command-comma (,).
2. Drag the Viewer Background Brightness slider to lighten or darken the background.
3. Close the Preferences window.

Changing the Number of Images in the Viewer

You can specify whether the Viewer displays one image, three images, or multiple images at a time. If your system uses multiple displays, you can configure your primary and secondary displays to show single images, three images, or multiple images simultaneously. The display settings you choose also set the display of images in Full Screen mode.

To display a single image, do one of the following:

- Choose View > Main Viewer > Primary (or press Option-R).
- Choose Primary from the Viewer Mode pop-up menu in the control bar.



Choose Primary from the Viewer Mode pop-up menu to view a single image on the screen.

When the Viewer is set to show three images at a time, Aperture displays the selected image in the center of the three images that appear in the Viewer.

To display three images, do one of the following:

- Choose View > Main Viewer > Three Up (or press Option-H).
- Choose Three Up from the Viewer Mode pop-up menu in the control bar.

When the Viewer is set to show multiple images, Aperture displays all selected images.

To display multiple images, do one of the following:

- Choose View > Main Viewer > Multi (or press Option-U).
- Choose Multi from the Viewer Mode pop-up menu in the control bar.

Comparing Images

You can select an image against which to compare other images in your project or the Library. The selected image remains on the screen as you select and display other images to compare against it. The comparison feature is useful for making final selections of the best images in a series, or comparing two versions of an image for correct exposure or highlights. When comparing images, you can apply ratings and keywords, and make adjustments to selected images.

Comparing images involves setting a "compare" image and then viewing other images against the compare image.

To set the compare image:

1. Select an image.
2. Choose Edit > Set Compare Item (or press Return).

The compare image is displayed with a yellow border, visible in the Viewer and Browser.
The image you want to examine against the compare image is shown to the right.

To view an image against a compare image, do one of the following:

- Select a second image.
- Navigate through the images in the Browser with the Up, Down, Left, and Right Arrow keys.

If you wish, you can view multiple images against the compare image.

To view multiple images against a compare image, do one of the following:

- Command-click multiple images in the Browser.
- Hold down the Shift key while pressing the Up, Down, Left, or Right Arrow key.

When you've finished comparing images, you can turn this feature off.

To turn off the comparison feature and select the compare item:

- Choose Edit > Select Compare Item (or press Option-Return).

To turn off the feature and select the image you're viewing against the compare item:

- Choose Edit > Clear Compare Item (or press Command-Return).

You can also use these procedures to compare images in Full Screen mode. For more information about Full Screen mode, see Chapter 7, "Viewing Images in Full Screen Mode," on page 163.

Viewing Stacks

To efficiently work with images in stacks, you can set the Viewer to automatically open a selected stack and set up the stacked images for comparison. The pick of the stack is set as the compare item. This stack viewing feature also works in Full Screen mode.

To set the Viewer to automatically open and compare the images in stacks, do one of the following:

- Choose View > Main Viewer > Stack (or press Option-T).
- Choose Stack from the Viewer Mode pop-up menu in the control bar.

For more information about using stacks, see Chapter 8, "Stacking Images and Making Picks," on page 175.

Viewing Images with the Loupe

You can use the Loupe to examine parts of an image. You position the small ring of the Loupe over the portion of the image you want to see, and the large ring shows a magnified view. It's useful for making quick checks for dust specks, flaws, fingerprints, or other issues. You can use the Loupe on any image or thumbnail in the Aperture Library.

The Loupe shows a magnified view of whatever is beneath it.

For information about the latest enhancements to the Loupe, see *New Features* in the Aperture Help menu.

To show the Loupe, do one of the following:

- Choose View > Loupe, or press the grave accent (`) key.
- Click the Loupe button in the toolbar.

To hide the Loupe, do any of the above again.

You can also change the size of the Loupe and increase or decrease its magnification level.

To reduce the size of the Loupe:

- Choose View > Decrease Diameter, or press Option-Shift–hyphen (-), to decrease the Loupe size.

To enlarge the size of the Loupe:

- Choose View > Increase Diameter, or press Option-Shift–equal sign (=), to increase the Loupe's size.

To increase the Loupe magnification:

- Press Command–Shift–equal sign (=).

Press these keys repeatedly to increase magnification more.

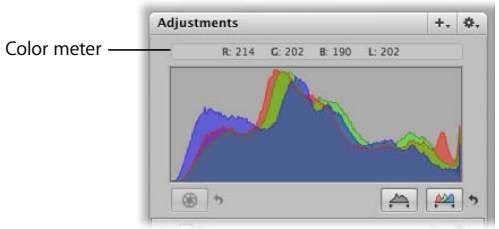
To decrease the Loupe magnification:

- Press Command-Shift-hyphen (-).

Press these keys repeatedly to decrease magnification more.

Using the Color Meter

Aperture provides a built-in Color meter you can use to sample the color values in an image and display them as RGB, Lab, or CMYK values.



When you place the pointer over an image or thumbnail, the color values are displayed in the Adjustments Inspector or Adjustments HUD. You can also use the Loupe for a more accurate pixel selection and see the color values displayed within the magnified area of the Loupe.

Sampling Color Values

The Color meter displays the color values of the pixels in the image beneath the pointer or the target area of the Loupe.

To use the pointer to sample the color values in an image:

- Place the pointer over the area of the image where you want to sample the color values, and view the values at the top of the Adjustments Inspector or Adjustments HUD.

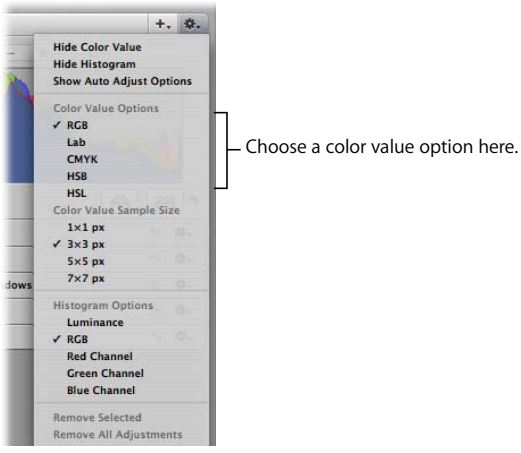
Note: When you select a large image with multiple adjustments applied, ellipsis points (...) may appear in the Color meter rather than numerical values. As soon as Aperture renders the image, the appropriate numerical values appear.

Choosing a Color Value Option

You can set the Color meter to display RGB, Lab, CMYK, HSB, or HSL color values.

To choose a color value option for the Color meter:

- In the Adjustments Inspector or Adjustments HUD, choose a color value option from the Adjustment Action pop-up menu.

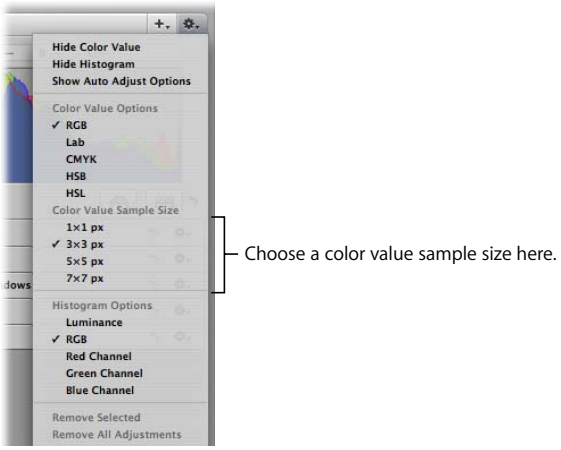


Choosing a Color Value Sample Size

You can also set the sample size (pixel area) Aperture uses to determine color values.

To choose a color value sample size for the Color meter:

- In the Adjustments Inspector or Adjustments HUD, choose an appropriate color value sample size from the Adjustment Action pop-up menu.



Showing Hot Areas in Your Images

Images may occasionally have areas that can't be reproduced by a printer. For example, white areas in an image brightly lit with direct sunlight, or bright flashes off a water surface, may be so bright that their color is outside the color gamut of a printer. You may be able to adjust these areas by changing the exposure or the gamma setting of the image. Aperture can display these "hot areas" of an image with red tints on the image.

To show the hot areas in your images:

- Choose View > Highlight Hot Areas (or press Shift-Option-H).

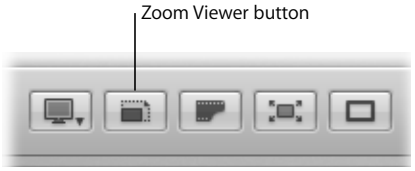
Viewing Images at Full Resolution

A full-resolution view of an image shows every pixel in the image. You can set Aperture to display an image at full resolution, even though the image may not fit within the Viewer. Viewing images at full resolution allows you to inspect your images using the finest level of detail possible.

To display a selected image at full resolution, do one of the following:

- Choose View > Zoom to Actual Size (or press Z).
- Click the Zoom Viewer button in the control bar.

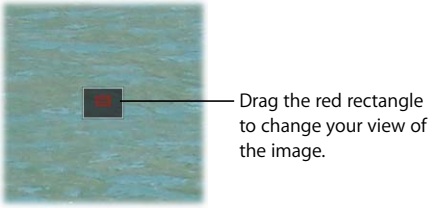
  Click the button again to turn off the full-resolution display.



When an image doesn't fit within the area of the Viewer, a small, gray box appears on the image with a red rectangle inside, showing the portion of the image that is currently visible in the Viewer. You can drag the red rectangle within the gray box to see other parts of the image, also known as *panning*.

To pan the full-resolution image in the Viewer, do one of the following:

- Drag the red rectangle that appears on the image.



- Hold down the Space bar and drag the image.

Viewing Master Images

When working with adjusted images, or versions, you may at times want to check what the original master image looks like. You can have Aperture quickly display the digital master file on which a selected version is based.

To display the master file for a selected version, do one of the following:

- Choose View > Show Master Image (or press M).
- Click the Show Master Image button in the control bar.

Setting Up the Viewer for Onscreen Proofing

Images displayed on your computer screen may look different when displayed on computer screens that use different color technologies. Your images may also reproduce differently in print depending on the type of printer, the paper used, and the color profile of the printing device.

To see what an image will look like when you print it or view it on a different screen, you can have Aperture adjust your screen so that your images resemble the final results. To adjust your computer screen, you choose a proofing profile that matches as closely as possible the characteristics of the final output device. For example, if your image will be printed on sheetfed coated paper, you can choose a proofing profile for sheetfed coated paper to see what the printed image might look like. Aperture provides several dozen profiles that match the characteristics of many printers, screen devices, and color spaces.

After choosing a proofing profile that matches the final output of the image, you turn on the onscreen proofing feature, and the image changes to show the expected results.

Onscreen proofing changes the look of images in the Viewer and in Full Screen mode.

To choose a proofing profile:

- Choose View > Proofing Profile, then choose the profile you want from the submenu.

To turn onscreen proofing on or off:

- Choose View > Onscreen Proofing (or press Shift-Option-P).

Note: After setting up onscreen proofing, make sure to set your image export preset to match the eventual output of the image. Choose Aperture > Presets > Image Export. In the dialog that appears, choose the profile you want from the ColorSync Profile pop-up menu. For more information about exporting images, see Chapter 15, "Exporting Your Images."

Viewing Images on Multiple Displays

Using the additional screen space of a second display affords an excellent platform for viewing and adjusting images, playing slideshows, and presenting your full-color, full-size images to clients. For more information about setting up two displays, see "Setting Up Your System with Two Displays" on page 417.

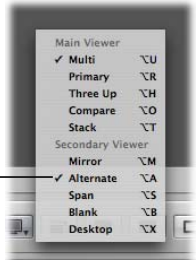
When your system uses two displays, Aperture provides two Viewers in which you can view multiple images. These Viewers are called the *primary Viewer* and *secondary Viewer*. The primary Viewer is used for displaying the Aperture application and the secondary Viewer for viewing images.

You can set the secondary Viewer to display images in different ways by choosing an option from the Viewer Mode pop-up menu in the control bar.

- *Desktop:* Turns off the dual-display function.
- *Blank:* Sets the secondary Viewer to be a blank screen.
- *Mirror:* Displays the same images in the primary and secondary Viewers. For example, if you have the primary Viewer set to display three images, the secondary Viewer displays three images as well.
- *Alternate:* Displays the currently selected image in the secondary Viewer. The secondary Viewer shows only one image even when you have the primary Viewer set to display multiple images.
- *Span:* Splits the display of the currently selected images between the primary and secondary Viewers. For example, if you select seven images to view, the primary Viewer shows as many as fit its screen size, and the remaining images appear in the secondary Viewer. Thus, one Viewer might show four images and the other Viewer might show the remaining three of the seven. Span is also used if you want to compare images and show one image per display.

To display the currently selected image in the secondary Viewer, do one of the following:

- Choose View > Secondary Viewer > Alternate (or press Option-A).
- Choose Alternate from the Viewer Mode pop-up menu in the control bar.



Choose Alternate from the Viewer Mode pop-up menu to display the selected image in the secondary Viewer.

To display the same images in both the primary and secondary Viewers, do one of the following:

- Choose View > Secondary Viewer > Mirror (or press Option-M).
- Choose Mirror from the Viewer Mode pop-up menu in the control bar.

To display a selection of images across both the primary and secondary Viewers, do one of the following:

- Choose View > Secondary Viewer > Span (or press Option-S).
- Choose Span from the Viewer Mode pop-up menu in the control bar.

To turn off the display of images in the secondary Viewer, do one of the following:

- Choose View > Secondary Viewer > Blank (or press Option-B).
- Choose Blank from the Viewer Mode pop-up menu in the control bar.

To turn off the secondary Viewer function, do one of the following:

- Choose View > Secondary Viewer > Desktop (or press Option-X).
- Choose Desktop from the Viewer Mode pop-up menu in the control bar.

Displaying Metadata Associated with Images

To help identify your images as you work with them, you can set Aperture to display the metadata associated with images in the Viewer. You can display keywords, ratings, EXIF information, IPTC information, and more. You can specify whether the information appears below the image or across the bottom of the image.

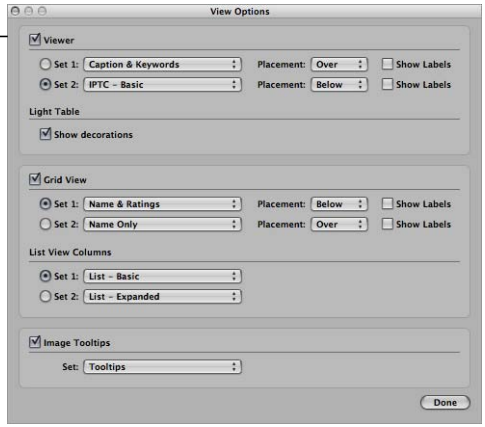
You can also specify up to two sets of predefined information displays. For example, one set of Viewer options can be configured to show ratings only, and another set to show all the IPTC information associated with an image. You can then switch between sets to change the information that appears with your images.

The caption and keywords are displayed here.

To set the display of metadata shown with images in the Viewer:

1 Choose View > View Options (or press Command-J).

The View Options window lets you choose how you want to view images.



2 Select the Viewer checkbox.

3 Choose the metadata views you want to use from the Set 1 and Set 2 pop-up menus.

4 Choose the location where you want the metadata displayed from the Placement pop-up menus.

You can choose whether you want the metadata to appear over the bottom edge of the image or below the image.

5 Click the Set 1 or Set 2 button to select the metadata view you want displayed.

6 Click Done.

To turn the display of metadata on or off in the Viewer:

- Press Y.

To switch metadata views in the Viewer:

- Press Shift-Y.

For more information about using metadata, see Chapter 11, "Working with Metadata," on page 225.

Selecting Image Preview Options

Aperture can create high-resolution JPEG images that are shown when you select an image in the Browser. These preview images allow you to quickly see and work with your images when you select them, even if images are offline referenced images. The previews allow you to display high-resolution, detailed views of images in quick succession in the Viewer and when displaying slideshows using the best quality of display. You can also share the preview images with other applications. You can select preview options in the Preferences window that allow you to control the creation and quality of the previews.

You can have Aperture create high-resolution previews of your images automatically, or you can control the creation of previews manually. You can have Aperture create previews for each new project that you create. You can also have Aperture create previews for all your projects or for only specific projects. For example, you can select a project and specify that the images in it should have previews created for them. You can also specify that other projects don't create previews for their images. You can control the creation of previews on a project-by-project basis. Aperture creates previews for projects as a background task that you can monitor with the Task list.

You can also control the creation of previews manually. You can select versions and have Aperture create previews for them when needed. Thus, when projects are not set to create automatic previews, you can still create previews for specific versions as you want.

You can also change the quality of the preview images to match your working preferences. For example, if you don't require high-resolution previews, and prefer to work with images that are smaller files, you can lower the preview image quality. This is particularly useful when working on a MacBook or MacBook Pro.

To change preview options:

1. Choose Aperture > Preferences, or press Command-comma (,).
2. In the Previews area of the Preferences window, do any of the following:
   - *To set Aperture to create previews for the images in all new projects and new Libraries:* Select the "New projects automatically generate previews" checkbox. Deselect this option if you don't want previews created for images in new projects.
   - *To enable sharing of JPEG preview images with other applications:* Select the "Share previews with other applications" checkbox.
   - *To change the image quality of the previews:* Drag the Preview Quality slider. The higher the quality you select, the more disk space the preview requires.
3. Close the Preferences window.

You can turn the creation of preview images on for specific projects in the Projects panel or for the entire Library, and Aperture automatically creates previews as new versions are created or modified. When a preview exists for an image, you can drag it into other applications.

To turn the creation of previews on or off for specific projects:

1. Select the project or Library in the Projects panel.
2. Choose Maintain Previews for Project from the Project Actions pop-up menu to turn high-resolution preview creation on or off.

   A checkmark beside the command indicates that high-resolution preview creation is turned on.

To turn the creation of previews on or off for the entire Library:

1. Select the Library in the Projects panel.
2. Choose Maintain Previews for All Projects from the Project Actions pop-up menu to turn high-resolution preview creation on or off.

   A checkmark beside the command indicates that high-resolution preview creation is turned on.

You can also have Aperture create or update previews for selected images. When you turn the creation of previews off, Aperture does not delete previews that were created previously. It stops creating new previews from then on.

To create or update previews for selected images:

1. In the Browser, select the images you want to update with new previews.
2. Choose Images > Update Previews.

Note: You can also force Aperture to update previews for images by selecting the images you want to update and then holding down Option and choosing Images > Generate Previews from the shortcut menu.

You can also delete the previews for selected images.

To delete the previews for selected images:

1. In the Browser, select the images whose previews you want to delete.
2. Choose Images > Delete Previews.

Quickly Accessing Commands

You can access commands via a shortcut menu, as an alternative to using the menu bar at the top of the screen or pop-up menus within a window.

To view the shortcut menu:

- Position the pointer over the Viewer, then Control-click (press the Control key and click).

Note: Although accessing commands from shortcut menus can help you work more quickly, keep in mind that not all commands are available in shortcut menus.

Viewing Images in Full Screen Mode

7

Full Screen mode's large viewing space and black background provide an excellent work area for viewing and adjusting your images.

Full Screen mode provides access to many of the tools and HUDs in Aperture. This chapter explains how you can use Full Screen mode's filmstrip and toolbar to move through, compare, and rate your images, and use the Aperture HUDs to crop, adjust, and add metadata to your images.

This chapter covers:

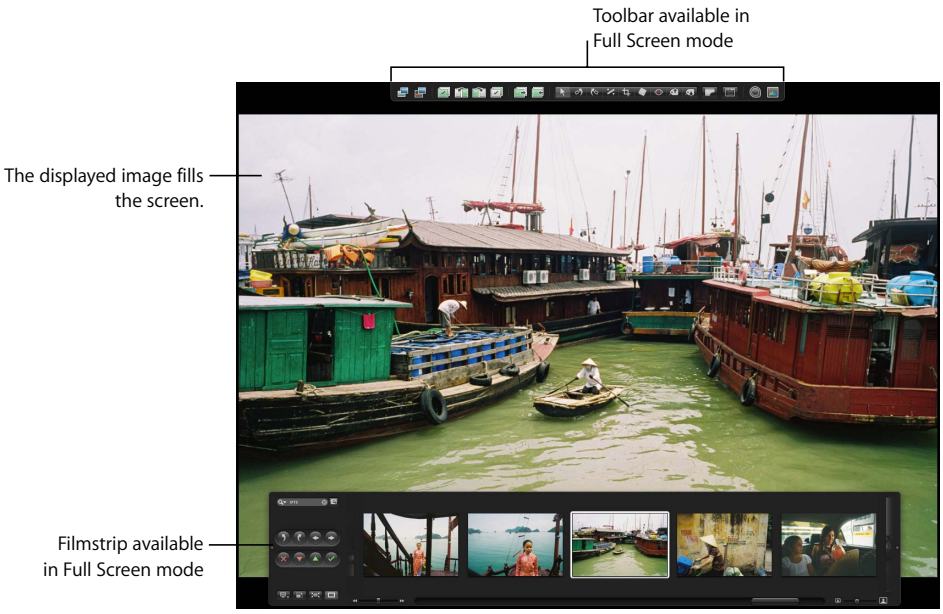
- An Overview of Full Screen Mode (p. 164)
- Entering and Exiting Full Screen Mode (p. 165)
- Working with the Filmstrip in Full Screen Mode (p. 165)
- Working with the Toolbar in Full Screen Mode (p. 169)
- Using HUDs in Full Screen Mode (p. 171)
- Changing the Display of Metadata in Full Screen Mode (p. 173)
- Using Keyboard Shortcuts in Full Screen Mode (p. 174)
- Quickly Accessing Commands (p. 174)

An Overview of Full Screen Mode

Full Screen mode projects your images onto a black background for detailed viewing. Using a dual-display system in Full Screen mode gives you an enlarged space to compare and adjust images. For more information about setting up a dual-display system, see "Setting Up Your System with Two Displays" on page 417.

You can view, compare, and stack your images in Full Screen mode. You can also apply adjustments and keywords. When you've finished working with your images, you can use this mode to preview and proof your images.

Full Screen mode includes a toolbar and filmstrip to help you view, organize, and adjust your images.



Use the toolbar buttons and tools to change your images. The toolbar includes buttons for creating versions and working with stacks, as well as a full set of image adjustment tools.

Use the filmstrip to move through, organize, and rate your images. You can dock the filmstrip on the left, right, or bottom of the screen—wherever it best suits your work habits. You can also hide or show the filmstrip whenever you want.

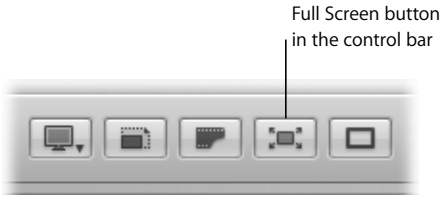
You can use any of the Aperture HUDs in Full Screen mode. You can open the Adjustments HUD or Keywords HUD by pressing its keyboard shortcut. In fact, you'll find it convenient to use keyboard shortcuts for most features you use in Full Screen mode. For more information about keyboard shortcuts you can use, see "Using Keyboard Shortcuts in Full Screen Mode" on page 174.

Entering and Exiting Full Screen Mode

You can quickly switch between Full Screen mode and your workspace layout in the Aperture main window.

To enter Full Screen mode:

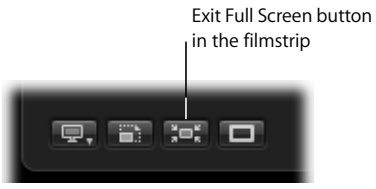
- Click the Full Screen button in the control bar (or press F).



The Aperture main window disappears and your images appear in Full Screen mode.

To exit Full Screen mode, do one of the following:

- Click the Exit Full Screen button in the filmstrip (or press F).



- Press Escape.

The workspace layout you were working in before entering Full Screen mode reappears.

Working with the Filmstrip in Full Screen Mode

The filmstrip in Full Screen mode is similar to the control bar in the Aperture main window. You can use the filmstrip's controls to move through, rotate, view, and rate your images.

Controls in the Filmstrip

The following controls in the filmstrip are used to view images in Full Screen mode.

Navigation Controls

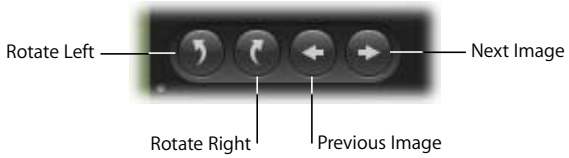
- *Shuttle control:* Click either side of this slider to rapidly shuttle through your filmstrip images. The closer to the double arrows you click, the more rapidly the filmstrip moves through its images. You can also use the J, K, and L keys to shuttle through your images.
- *Scroll bar:* Use this to scroll through your images.
- *Thumbnail Resize slider:* Drag the slider to change the size of the image thumbnails shown in the filmstrip.

The following controls are displayed on the left side of the filmstrip and control the images shown in the filmstrip.

Search Controls

- *Search field:* Enter text; images that match appear in the full-screen view.
- *Query HUD button:* Click this button to show the Query HUD. From the Query HUD, you can perform a quick search or create a new album to hold the contents of your search.

Rotate and Navigation Buttons

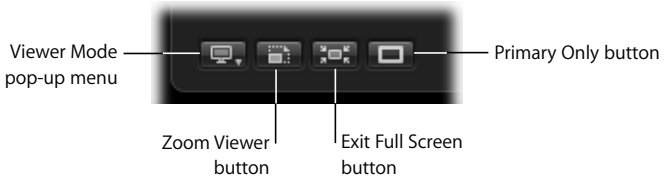


- *Rotate Left:* Click this button to rotate the selected image counterclockwise.
- *Rotate Right:* Click this button to rotate the selected image clockwise.
- *Previous Image:* Click this button to display the previous image.
- *Next Image:* Click this button to display the next image.

Rating Buttons

- *Reject:* Click this button to give the selected image a Reject rating.
- *Decrease Rating:* Click this button to decrease the selected image's rating.
- *Increase Rating:* Click this button to increase the selected image's rating.
- *Select:* Click this button to give the selected image a Select rating.

Display Controls



- *Viewer Mode pop-up menu*: Use this to choose how to view images on your display or displays and how to position images on each display. You can also control the filmstrip with this pop-up menu (see "Moving and Resizing the Filmstrip" on page 168).
- *Zoom Viewer:* Click this button to enlarge the image to a 100 percent pixel-for-pixel view.
- *Exit Full Screen:* Click this button to exit Full Screen mode.
- *Primary Only:* Click this button to temporarily change between making metadata changes to all selected images or the primary selection only.

Viewing Images with the Filmstrip

You can easily view images in Full Screen mode by selecting them in the filmstrip.

To view an image that's in the filmstrip:

- Select an image displayed in the filmstrip by pressing the arrow keys or clicking the image you want to see.

To view more than one image at the same time, do one of the following:

- Command-click individual images that are not adjacent to select them.
- Shift-click images to select a range of images.
- Change your view settings in the Viewer Mode pop-up menu.

Moving and Resizing the Filmstrip

You can move the filmstrip to any location on your primary display. But there are times, especially when viewing an image at full resolution, that you cannot keep the filmstrip from overlapping your image. The filmstrip includes controls that let you define when the filmstrip appears. You can also specify how the filmstrip fits on the screen in relation to the image or images you are viewing.

There are several ways you can configure the filmstrip. You can choose to always show the filmstrip, show it based on image dimensions, or have Aperture automatically fit the images and filmstrip on your screens without overlapping.

To always show the filmstrip:

- Choose On from the Viewer Mode pop-up menu, or press Control-slash (/).

To only show the filmstrip when you move the pointer over its docked position:

- Choose Auto from the Viewer Mode pop-up menu, or press Control-period (.).

To have Aperture automatically fit the image and the filmstrip on the screen:

- Choose Avoid from the Viewer Mode pop-up menu (or press Control-V).

  Aperture fits your images and the filmstrip on your screen, keeping the filmstrip and your images from overlapping.

You can drag the filmstrip to any location on your primary display's screen. When you move the filmstrip to the edge of the screen, the filmstrip reconfigures to match the new orientation.

To move the filmstrip to a different location:

- Drag the filmstrip to a new location.

You can also lengthen or shorten the filmstrip to make it better fit the screen.

To resize the filmstrip:

- Drag the end of the filmstrip (near the small dots that appear on either end).

Working with the Toolbar in Full Screen Mode

The toolbar displayed in Full Screen mode is similar to the toolbar in the Aperture main window.

To view the Full Screen mode toolbar:

- In Full Screen mode, move the pointer to the top of your primary screen.

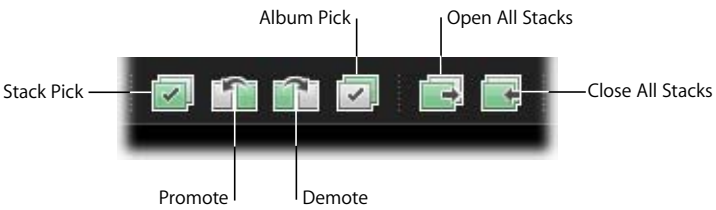
You can also have the toolbar always appear on the screen by clicking the Always Show Toolbar button.

You can use the toolbar's buttons and tools to create image versions, work with stacks, and make a variety of adjustments to your images.

Version Buttons

- *Duplicate Version:* Click this button to create a new version of the selected image.
- *New Version From Master:* Click this button to create a version from the original master file. A duplicate of the master file is created.

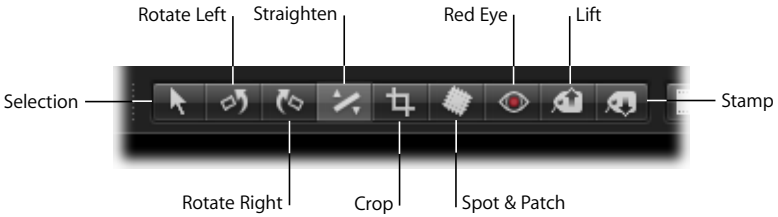
Stacking Buttons



- *Stack Pick:* Select a stack item, then click this button to mark the image as its stack's pick.
- *Promote:* Select a stack item, then click this button to move the selected stack item closer to the stack's pick.
- *Demote:* Select a stack item, then click this button to move the selected stack item farther from the stack's pick.

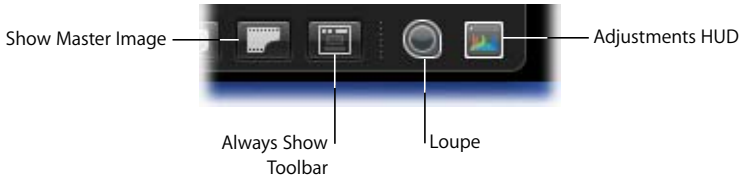
- *Album Pick:* Select an image version to represent a stack, then click this button to select the image as the pick within that particular album (the stack can have a different pick image in another album).
- *Open All Stacks:* Click this button to open all the image stacks in the album or project you're viewing.
- *Close All Stacks:* Click this button to close all the image stacks in the album or project you're viewing.

Adjustment Tools



- *Selection:* Use this tool to select images.
- *Rotate Left:* Use this tool to rotate an image counterclockwise.
- *Rotate Right:* Use this tool to rotate an image clockwise.
- *Straighten:* Use this tool to manually rotate an image so that it's straight in relation to a virtual horizon.
- *Crop:* Use this tool to crop an image to a constrained aspect ratio or custom dimension.
- *Spot & Patch:* Removes imperfections in the image, such as sensor dust, by either copying the pixels around the blemish ("spotting") or copying pixels from another area of the image ("patching").
- *Red Eye:* Use this tool to correct red-eye, occurring when the subject's retinas reflect light from your camera's flash.
- *Lift:* Use this tool to copy a set of metadata and adjustments from a selected image.
- *Stamp:* Use this tool to stamp, or apply, a copied set of adjustments to one or several images.

Other Buttons



- *Show Master Image:* Click this button to view the original master file without any applied adjustments. Click again to switch the view back to the current version.
- *Always Show Toolbar:* Click this button to keep the toolbar in view.
- *Loupe:* Click this button to open the Loupe, which you can use to minutely examine parts of an image.
- *Adjustments HUD:* Click this button to show or hide the Adjustments HUD.

Using HUDs in Full Screen Mode

You can use any of the Aperture HUDs in Full Screen mode. For example, you can open a HUD when you want to add keywords or make adjustments to images.

Keywords HUD

Use the Keywords HUD to create and organize keywords and to add keywords to your images. For more information about applying keywords to images, see Chapter 10, "Applying Keywords to Images," on page 199.

To show the Keywords HUD:

- press Shift-H.

Use the Keywords HUD in Full Screen mode to quickly add keywords to your images.

For more information about using the Keywords HUD, see Chapter 10, "Applying Keywords to Images," on page 199.

Adjustments HUD

Use the Adjustments HUD to remove image flaws like red-eye, noise, and dust; adjust exposure, levels, and white balance; and straighten and crop your images. For more information about adjusting images, see *Performing Image Adjustments* in the Aperture Help menu.

To show the Adjustments HUD:

- Press H.

Use the Adjustments HUD in Full Screen mode to remove flaws and make adjustments to your images.

Tools HUDs

Many of the adjustment tools work in conjunction with HUDs, and you can use all of them in Full Screen mode.

To open any of the adjustment tool HUDs:

1. Show the Full Screen mode toolbar by moving your pointer to the top of the screen on your main display.
2. Select an adjustment tool in the toolbar.

If the tool you selected has a HUD, that HUD appears. For more information about using any of the adjustment tools and their HUDs, see *Performing Image Adjustments* in the Aperture Help menu.

The Crop HUD appears when you select the Crop tool in the toolbar.

Changing the Display of Metadata in Full Screen Mode

The metadata display settings you have chosen for the Viewer and Browser also apply to images displayed in Full Screen mode and in its filmstrip. The settings for the Viewer control the display of metadata for full-screen images, and the settings for the Browser control the display of metadata for thumbnails in the filmstrip. For more information about setting the display of metadata, see Chapter 11, "Working with Metadata," on page 225.

Although the menus are not available in Full Screen mode, you can change the display of metadata using the same keyboard shortcuts used to change the display of metadata in the Browser and Viewer.

To turn the display of metadata on or off in Full Screen mode:

- Press Y.

To switch between sets of metadata for images in Full Screen mode:

- Press Shift-Y.

To hide or show metadata in the filmstrip:

- Press U.

To switch between sets of metadata in the filmstrip:

- Press Shift-U.

Using Keyboard Shortcuts in Full Screen Mode

Here are several useful keyboard shortcuts you can use in Full Screen mode:

Keyboard shortcut	Function
→	Go to next image
←	Go to previous image
J	Shuttle filmstrip left
K	Stop shuttling left or right
L	Shuttle filmstrip right
H	Show Adjustments HUD
shift + H	Show Keywords HUD
E	Show Red Eye HUD
O	Show Lift & Stamp HUD
C	Show Crop HUD
X	Show Spot & Patch

To find more keyboard shortcuts, look in the Aperture menus, consult the *Aperture Quick Reference* document, or go to the chapter that covers the task for which you want to find a keyboard shortcut.

Quickly Accessing Commands

In Full Screen mode, you can also access commands via a shortcut menu.

To view the shortcut menu:

- Position the pointer anywhere in the Full Screen mode screen except the filmstrip or toolbar, then Control-click (press the Control key and click).

Note: Although accessing commands from shortcut menus can help you work more quickly, keep in mind that not all commands are available in shortcut menus.

Stacking Images and Making Picks

8

Photographers frequently shoot a series of related photos with the aim of selecting one image for use. Aperture makes it easy to choose the best image out of a series.

This chapter explains how you can easily group related images into sets, called *stacks*, that are easy to review, work with, and select final picks from.

This chapter covers:

- An Overview of Stacking Images (p. 175)
- Creating Stacks (p. 177)
- Working with Stacks (p. 180)
- Keyboard Shortcuts for Working with Stacks (p. 186)

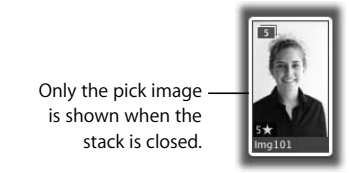
An Overview of Stacking Images

To capture a specific moment in time, such as a bride and groom kissing or two dignitaries shaking hands, a photographer may shoot multiple pictures, using both bracketing and continuous shooting, to increase the odds of capturing a usable image. After shooting the series, the photographer reviews the images and picks the best image of the group.

Reviewing and making picks from many related pictures can be time-consuming and difficult. To help with this task, you can organize related shots into stacks. A stack is a set of similar or related images from which one image will be selected for use. Aperture can automatically group such photos into stacks when you import them from a camera or memory card. You can also select images and create stacks manually.

A stack appears in the Browser as a group of images. The image that represents the stack, called the *pick*, is selected and displayed on the left. You can select any image in the stack as the pick, and it moves to the leftmost position in the stack. You can rearrange the order of images in a stack. For example, you might choose an alternate image and position it next to the pick. A Stack button appears in the upper-left corner of the pick image in the stack, indicating the number of images in the stack.

After creating a stack and selecting the pick, you can close the stack by clicking the Stack button on the pick image. When a stack is closed, only the stack's pick image appears in the Browser. Clicking the Stack button again expands the stack.



By closing stacks, you quickly reduce the number of images you have to sort through when selecting images in the final photo edit.

Important: The purpose of stacking is to select a single pick from among a group of related photos. When you close a stack, only the pick image remains visible and available to searches. For this reason, you should not use stacks for the simple grouping of images. Stacking images that you intend to use makes accessing and searching for them difficult when stacks are closed.

After creating stacks, you can organize and change them as you need. You can add images to a stack and remove those that don't belong. You can also split a stack into multiple stacks when necessary.

Creating Stacks

When you import your images, you can specify that Aperture create stacks automatically. For example, if you shoot a series of images in quick succession (such as at a sports event) or if you bracket images to allow for differences in lighting or exposure, you most likely will want to view those images together. Aperture can stack those images based on metadata recorded by the camera as the series of pictures is taken.

This shows an example of a series of images taken in quick succession.

- *Image series:* With a series of images shot in quick succession, Aperture can determine the images in a sequence and group them in a single stack. For example, sports photographers shoot rapid bursts of images to capture actions. Based on timeline metadata—when a series of shots was taken and the interval between shots—Aperture can determine which images fall into a sequence and group them in stacks.
- *Bracketed shots:* These typically represent a series of three pictures with slightly different exposure settings. Advanced digital cameras often have options for shooting bracketed shots automatically. When Aperture detects a series of bracketed images, it includes the neutral image and the over- and underexposed images in the stack.

Creating Stacks Automatically

When importing images, you can have Aperture automatically group them into stacks.

To set Aperture to stack images automatically during import:

1. Connect your camera or card reader to your computer.
2. When the Import panel and the Import dialog appear, select your camera or card reader.
3. Drag the Auto-Stack slider to set the interval between successive shots that should be stacked.

The images in the dialog are stacked according to the slider setting. Inspect the stacks to determine if the time interval should be shortened or lengthened.

Note: You can also manually select images in the Import dialog and stack and unstack them using the same commands and procedures you use to stack images in the Browser.

4 Specify the other import options you want, then click Import All.

5 For more information about importing your photos, see Chapter 4, "Importing Images," on page 87.

After Aperture imports and stacks your images, you can review each stack to determine if the automatic stacking meets your approval.

If you prefer, you can also automatically stack images after importing them.

To stack images after they are imported:

1 In the Projects panel, select a project or album that contains images you want to stack.

2 Choose Stacks > Auto-Stack (or press Command-Option-A).

3 In the Auto-Stack Images HUD, drag the slider to specify the maximum interval between successive shots.

Move the slider to indicate the maximum interval between shots.

As you drag the slider, the images in the Browser are stacked according to the interval of time specified. For example, if you typically shoot a series of related images in 1-second intervals, set the slider to 1 second.

4 Inspect the stacks to determine if the time interval should be shortened or lengthened.

Comparing Images in Stacks

To help with the photo editing process, you can set the Viewer and Browser to automatically open a selected stack and set up the stacked images for comparison. The pick of the stack is set as the "compare" item. This stack viewing feature also works in Full Screen mode.

To set the Viewer to automatically open and compare the images in stacks, do one of the following:

- Choose View > Main Viewer > Stack (or press Option-T).
- Choose Stack from the Viewer Mode pop-up menu.

Tip: When the Viewer is in Stack mode, you can press the Up and Down Arrow keys to move from stack to stack.

Creating Stacks Manually

After importing photos, you may want to quickly review them and delete those that you immediately see have technical or content flaws. You may then want to group the remaining images into stacks before rating them. Stacking images manually can help provide an initial organization and an overview of your shots, which you can then put through a more refined or discriminating rating pass later.

To create a stack manually:

1. In the Browser, select the images you want to stack.

   You can Shift-click adjacent images and Command-click nonadjacent images to select them.

   Tip: As a fast way to select a series of images, select an image at one end of the series, hold down the Shift key, and press the Right or Left Arrow key to select additional images.

2. Choose Stacks > Stack (or press Command-K).

The Stack button appears on the current pick image.
5
5★ Img101
3★ Img112
1★ Img105
3★ Img102
2★ Img103
The selected images are now stacked and have a dark gray line around them.

The selected images are now stacked and appear linked in gray. The Stack button appears on the current pick image. You can change the pick image and rearrange the order of the images in the stack as you wish.

You can unstack a selection of images, if you need to.

To unstack a selection of images:

- After creating a stack, choose Edit > Undo, or select the stack and choose Stacks > Unstack (or press Command-Shift-K).

Tips for Creating Stacks Quickly and Efficiently

One secret to an efficient photo edit is to quickly group related images into stacks before rating. Here is a suggested method for quickly creating multiple stacks in a fast initial pass through your images.

To create multiple stacks quickly:

1. Drag related images into easily selectable rows or groups.

   Adjacent images are the easiest to select when creating stacks.

2. Select an image at one end of the series.
3. Holding down the Shift key, press the Right or Left Arrow key to quickly select additional images. To select individual images that are not adjacent, Command-click the images.
4. Press Command-K to create the new stack.
5. Press Shift-K to close the stack.

Tip: To quickly move from stack to stack in the Browser, press Option–Page Up or Option–Page Down.

Working with Stacks

When working with stacks you can:

- Open and close stacks
- Designate a pick image for a stack
- Designate an album pick for a stack
- Arrange images in a stack
- Add images to and remove images from stacks
- Split stacks
- Drag stacks to new locations
- Work with stacks in list view
- Work with stacks in Full Screen mode

Opening and Closing Stacks

You can close a stack and open it again whenever you wish. You may want to do this to free up space in the Browser. You can also close stacks to quickly reduce the number of images you must sort through when selecting images for a final photo edit. When a stack is closed, only the stack's pick image appears in the Browser.

To close a stack, do one of the following:

- Select an open stack, then choose Stacks > Close Stack (or press Shift-K).
- Click the Stack button on the pick image.

Only the pick image is shown when the stack is closed.

To close all stacks:

- Choose Stacks > Close All Stacks, or press Option-semicolon (;).

To open a stack, do one of the following:

- Select a closed stack, then choose Stacks > Open Stack (or press Shift-K).
- Click the Stack button.

To open all stacks:

- Choose Stacks > Open All Stacks, or press Option-apostrophe (').

Designating a Pick Image for a Stack

The pick image represents the stack. You can set the image you like best as the pick, or Aperture can set the pick automatically. When you select and stack images manually in the Browser, the leftmost image becomes the pick. You can change the pick whenever you wish.

To set an image as the pick, do one of the following:

- Select an image in the stack, then choose Stacks > Pick, or press Command-backslash (\).
- Drag the image you want into the pick (or leftmost) position in the stack. When you see a green bar appear, release the mouse button.

Note: When you place a stack in a book album or web gallery or web journal album, Aperture displays the stack pick. If you drag a stacked image that is not the stack pick into the book or web gallery or web journal album, Aperture reminds you to select the stack pick. If you don't want to place the pick in the album, but want to use a different version from within the stack, select the version you want and then make it the album pick by choosing Stacks > Set Album Pick.

Designating an Album Pick for a Stack

The same stack may appear in several albums. Depending on the purpose of the album, you may want a different pick image for each album. For example, a stack in a web gallery album may have one pick image, and the same stack in a book album may have a different pick image adjusted for printing. You can designate a specific image in a stack to be an "album pick"—the pick for the stack within a specific album. Each album can have a different album pick for the stack.

An album pick appears with the Album Pick badge.

— Album Pick badge

To select an album pick for a stack that appears in multiple albums:

- Select an image in the stack, then choose Stacks > Set Album Pick, or press Command-Shift-Backslash (\).

Arranging Images in a Stack

It can sometimes be difficult to decide which image in the stack should be the pick. In many cases, images are so similar that more than one of them merit the pick position. For this reason, you may want to have alternate images available when presenting images to clients.

You can change the order of images within a stack to help you choose the pick and alternates. Moving an image to the left promotes it, and moving it to the right demotes it.

To promote an image in a stack, do one of the following:

- Select an image, then choose Stacks > Promote, or press Command–left bracket ([).
- Drag the image over the image location you want until you see a green bar appear, then release the mouse button.

To demote an image in a stack, do one of the following:

- Select an image, then choose Stacks > Demote, or press Command–right bracket (]).
- Drag the image over the image location you want until you see a green bar appear, then release the mouse button.

Adding Images to and Removing Images from Stacks

You can add images to and remove images from stacks at any time. You can drag images into or out of a stack, as well as drag images from one stack to another.

To add an image to a stack, do one of the following:

- Select the stack and the image you want to add to it, then choose Stacks > Stack (or press Command-K).
- Drag the image into an expanded stack.

To remove an image from a stack, do one of the following:

- Select the image, then choose Stacks > Extract Item (or press Shift-Option-K).
- Drag the image out of an expanded stack.

Splitting Stacks

You can split a stack into multiple stacks to refine the organization of your images. All images remain stacked, but they are now part of new stacks. The image selected as the splitting point becomes the pick for the new stack.

To split a stack:

1. In an expanded stack, select the image that you want as the first image in a new stack.

2. Choose Stacks > Split Stack (or press Option-K).

The new stack is marked with a white outline. The selected image becomes the pick of the new stack.

Dragging Stacks

You can drag an entire stack to a new location, and you can drag specific images within a stack to a new location. When a stack is closed, dragging the stack moves the entire stack. When a stack is open, you can drag individual versions to new locations in the Browser. You can also drag images into a stack. If you drag a stacked image into a different project, however, the entire stack moves to the new location.

Working with Stacks in List View

If you prefer, you can also create and work with stacks in list view. You can select images to stack, select a pick, add and remove images, and split stacks, just as you can in grid view.

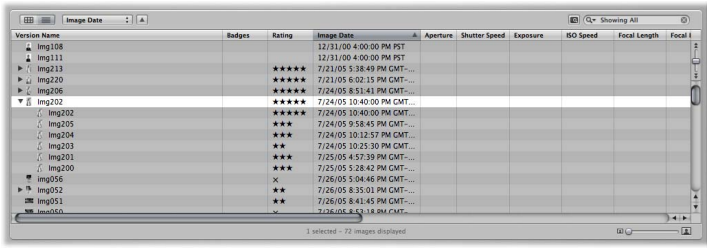


Image Date
Showing All
Version Name
Badges
Rating
Image Date
Aperture
Shutter Speed
Exposure
ISO Speed
Focal Length
Focal
img108 12/31/00 4:00:00 PM PST
img111 12/31/00 4:00:00 PM PST
img213 ★★★★★ 7/21/05 5:38:49 PM GMT-...
img220 ★★★★★ 7/21/05 6:02:15 PM GMT-...
img206 ★★★★★ 7/24/05 8:51:41 PM GMT-...
img202 ★★★★★ 7/24/05 10:40:00 PM GMT...
img202 ★★★★★ 7/24/05 10:40:00 PM GMT...
img205 ★★★ 7/24/05 9:58:45 PM GMT-...
img204 ★★★ 7/24/05 10:12:57 PM GMT...
img203 ★★ 7/24/05 10:25:30 PM GMT...
img201 ★★★ 7/25/05 4:57:39 PM GMT-...
img200 ★★★ 7/25/05 5:28:42 PM GMT-...
img056 ✕ 7/26/05 5:04:46 PM GMT-...
img052 ★★ 7/26/05 8:35:01 PM GMT-...
img051 ★★ 7/26/05 8:41:45 PM GMT-...
1 selected – 72 images displayed

In list view, a stack is identified by a disclosure triangle beside the image name.

To open and close stacks in list view:

- Click the disclosure triangle beside the stack name.

You can work with the images in a stack in list view by dragging, pressing keyboard shortcuts, or choosing commands from the Stacks menu.

Working with Stacks in Full Screen Mode

You can also review stacks using the filmstrip in Full Screen mode. A stack appears marked with a Stack button. You can open or close stacks to review the contents of a stack or compare images within stacks. You can reorder images in a stack or change a stack's pick image using the keyboard shortcuts for promoting and demoting stacked images. You can also use the stacking buttons in the toolbar and keyboard shortcuts to work with stacks.

When a stack appears in the filmstrip, you can rate the pick image and open the stack and rate the images within it.

After stacking images, you may want to rate your picks or the images within stacks. For more information about rating images, see Chapter 9, "Rating Images," on page 187.

Keyboard Shortcuts for Working with Stacks

Aperture provides the following keyboard shortcuts for efficiently working with stacks:

Keyboard shortcut	Function
option + page up	Go to previous stack
option + page down	Go to next stack
shift + K	Open/Close stack
option + '	Open all stacks
option + ;	Close all stacks
⌘ + K	Create stack
⌘ + shift + K	Unstack
option + K	Split stack
⌘ + \	Set stack pick
⌘ + [	Promote stack item
⌘ +]	Demote stack item
shift + option + K	Extract item

Rating Images

9

Rating images is a quick and easy way to narrow down the number of images you intend to work with. It can also help you locate your best images later.

This chapter explains how to quickly assign image ratings and use them to sort and review images.

This chapter covers:

- An Overview of the Aperture Rating System (p. 188)
- Rating Images (p. 190)
- Sorting Images by Rating (p. 192)
- Including Image Rating in Your Workflow (p. 194)
- Comparing and Rating Images (p. 195)
- Keyboard Shortcuts for Displaying Images with Specific Ratings (p. 197)

An Overview of the Aperture Rating System

After finishing a shoot, photographers typically review their images and determine which ones are worth working with. While a "yes or no" judgment of an image can work for a small selection of photos, with a larger collection of similar images that show small variations, photographers need an organized method of noting which images are superior shots, which deserve further review, and which are poor quality or rejects. A simple and effective rating system can help photographers quickly narrow the focus of the selection process.

Rating is a simple process with powerful results. If you can easily identify 100 out of 500 images that aren't going to work, removing these images reduces your workload by 20 percent. Rating and thereby reducing your workload can save you a considerable amount of time.

Aperture provides a system for rating images from Select to Reject. The easily decipherable image ratings appear on the images themselves as overlays. Positive ratings appear as stars; you can rate images from one to five stars, with five being the highest, or Select, rating. A negative, or Reject, rating appears as an X.

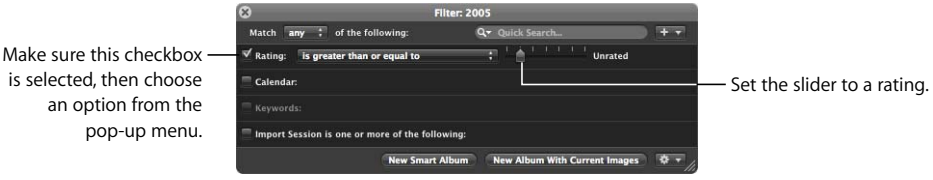
Five stars indicate the highest rating (Select).
Stars indicate a positive rating.
An X indicates a negative rating (Reject).

The process of rating an image can be as easy as selecting an image and clicking a rating button to assign a rating to the image.

You can also use keyboard shortcuts to quickly assign or change ratings.

You can quickly review and rate images one after another with speed and efficiency. You can also select and rate multiple images at once. You can review and rate images in the Viewer, Browser, and Light Table, as well as in Full Screen mode. When you've finished rating images, Aperture allows you to sort images according to their ratings.

You use the Query HUD to hide or show images of a certain rating. For example, after an initial rating pass, you can set the Query HUD to show only those images that are rated one star. You can then closely inspect and further refine your selection or begin an adjustments pass. Aperture is preset to hide images that are rated Reject, so you may need to change the Query HUD settings to see rejected images.


Make sure this checkbox is selected, then choose an option from the pop-up menu.
Filter: 2005
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
New Smart Album
New Album With Current Images
Set the slider to a rating.

Rating Images

Aperture provides a set of seven possible image ratings:

- Five stars, or Select
- Four stars
- Three stars
- Two stars
- One star
- Unrated, or neutral
- Reject

Rejected images appear with a white X overlay. Positive ratings appear with white star overlays. If no overlays are displayed on the image, the image is considered neutral or is not rated. You can rate a single image or apply a rating to several images at once.

Rating Individual Images

You can quickly rate a selected image with the rating buttons.

To rate an individual image:

1. Select an image in the Browser.

   The image you selected appears in the Viewer.

2. Click the rating buttons in the control bar to assign a rating.

   - *To assign the highest rating to the image:* Click the Select button.
   - *To assign a rating of Reject:* Click the Reject button.
   - *To increase or decrease the image rating:* Click the Increase Rating or Decrease Rating button.

   Note: As long as the image is selected, you can change its rating.

3. To select the next image, press the Right or Left Arrow key or click the Previous Image or Next Image button in the control bar.

Keyboard Shortcuts for Rating Images

For quick and efficient rating, use the arrow keys to select images, and use the following keyboard shortcuts to apply ratings:

Keyboard shortcut	Function
= or ⌘ + =	Increase rating
- or ⌘ + -	Decrease rating
9 or ⌘ + 9	Apply Reject
1 or ⌘ + 1	Apply one star
2 or ⌘ + 2	Apply two stars
3 or ⌘ + 3	Apply three stars
4 or ⌘ + 4	Apply four stars
5 or ⌘ + 5 or \	Apply five stars
shift + =	Increase the rating of the selected image and cancel the rating assigned to the previously rated image
shift + -	Decrease the rating of the selected image and cancel the rating assigned to the previously rated image
shift + 0	Reject the selected image and cancel the rating assigned to the previously rated image

The last three keyboard shortcuts in the table allow you to easily cancel the rating of the previously rated image. For example, if you rate an image Select, and then find the next image you're rating is better, you can remove the rating given to the previous image and increase the currently selected image's rating.

You can also apply a rating to several images at once.

To apply the same rating to multiple images at once:

1 Select the images you want to rate.

For more information, see "Navigating Through and Selecting Images" on page 122.

2 Click a rating button, or press the keyboard shortcut for a rating (see "Keyboard Shortcuts for Rating Images" on page 191).

Note: If you've selected multiple images to rate and find that only one image receives a rating, check to see if the Primary Only button in the control bar is deselected. You can quickly select or deselect the Primary Only option by pressing S.

Sorting Images by Rating

After you've rated your images, you can sort images according to a specific rating. For example, after an initial rating pass, you can choose to show only those images rated Select, with five stars. You can then closely inspect and further refine your selection or begin making adjustments to images.

Image files are not deleted when sorted by rating. They are only temporarily removed from view.

To sort images by rating:

1 Show the Query HUD by doing one of the following:

- Choose Edit > Find (or press Command-F).
- In the Browser, click the Query HUD button next to the search field.

2 Select the Rating checkbox.

Make sure this checkbox is selected, then choose an option from the pop-up menu.
Filter: 2005
Match any of the following:
Quick Search...
Rating:
is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
New Smart Album
New Album With Current Images
Set the slider to a rating.

3 Choose an option from the Rating pop-up menu.

4 Drag the Rating slider to specify a rating.

The Browser instantly displays only images that meet the specified rating criteria.

To view all images again:

- Deselect the Rating checkbox in the Query HUD (or press Control-6).

To view all images that are unrated or better:

- Press Control–grave accent (`).

To view rejected images only:

- Press Control-8.

Including Image Rating in Your Workflow

You can use image rating as part of your workflow to help reduce a large group of images to a smaller group of preferred images. Sometimes you can accomplish the selection process in one pass, especially if the group of images is small. If the group is large, additional rating and culling passes may be necessary.

Rating images with multiple passes can allow you to take a measured approach to the photo editing process. You can systematically rate images and then remove levels of rated images from view to work with your best images.

Here is a suggested workflow for rating images in multiple passes.

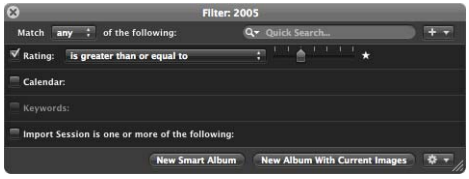
To rate images in multiple passes:

1. Begin by assigning a Reject rating to all images that are clearly unacceptable.

   If the Query HUD is set to show unrated images or better (the default setting), the rejected images immediately disappear.

2. In the next rating pass, assign positive ratings to any images that deserve a rating of one star or higher. Leave images you're uncertain about unrated.

3. To hide all unrated images, show the Query HUD and specify a rating that is greater than or equal to one star as search criteria.



   Only images with a rating of one star or better remain visible in the Browser.

4. In the next rating pass, assign a rating of two stars or better to any images that are better than one star.

5. Change the search criteria in the Query HUD to show only those images that are rated two stars or better.

6. In the next rating pass, assign a rating of three stars or better to your images.

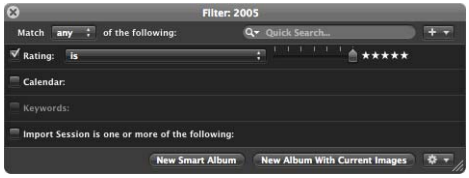
7. Change the search criteria in the Query HUD to show only those images that are rated three stars or better.

8. In the next rating pass, assign a rating of four stars or better to your images.

9. Change the search criteria in the Query HUD to show only those images that are rated four stars or better.

10 In the next pass, assign a rating of five stars, or Select, to your best images.

11 Specify a rating that is equal to five stars in the Query HUD.



Only the images rated Select remain visible in the Browser.

Comparing and Rating Images

For those really tough decisions, Aperture allows you to compare and rate a select image against close alternates. This is particularly useful when you are trying to choose an image from a small group of similarly composed images.

For example, choosing the best image from a series of head shots can be difficult. Even in head shots captured within a short time span, the facial expressions of the subject can change ever so slightly. By comparing images side by side and rating them, you can more easily select among like images.

To compare and rate images:

1 Select the image that appears to be the best.

2 To set this image as the "compare" image, choose Edit > Set Compare Item (or press Return).

The compare image appears in the Viewer and the Browser with a yellow border. The next selected image appears with a white border immediately to the right of the compare image. If you want to view another image against the compare image, simply select it. The alternate image you selected appears to the right of the compare image in the Viewer.

If you have a second display and want to view each image on a different display, choose View > Secondary Viewer > Span (or press Option-S).

3 Rate your compare image by doing one of the following:

- *To assign the Select rating:* Press Option-backslash (\).
- *To increase the compare image's rating:* Press Option–equal sign (=).
- *To decrease the compare image's rating:* Press Option-hyphen (-).
- *To assign the Reject rating:* Press Option-9.

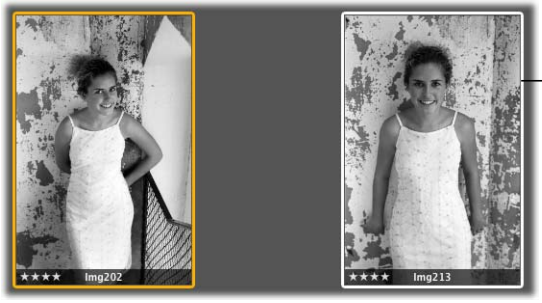
The rating appears as an overlay on the compare image.

4 Rate the alternate image by doing one of the following:

- *To assign the Select rating:* Press Command-5 or backslash (\).
- *To increase the image's rating:* Press Command–equal sign (=).
- *To decrease the image's rating:* Press Command-hyphen (-).
- *To assign the Reject rating:* Press Command-9.

The rating appears as an overlay on the alternate image.

5 Navigate to the next alternate by pressing the Left or Right Arrow key, or click the Previous Image or Next Image button in the control bar.



If you discover that the new selection is a better choice or has the best rating, you can make it the compare image by pressing Return or choosing Edit > Set Compare Item. You can then review and compare your alternates against this image to confirm it as the best image.

Tip: To quickly make a selected item the compare image, press Return. To turn off the comparison feature, press Command-Return.

Keyboard Shortcuts for Displaying Images with Specific Ratings

To quickly display images with a certain rating level or better, use the following keyboard shortcuts:

Keyboard shortcut	Function
control + `	Show unrated images or better
control + 1	Show images rated one star or better
control + 2	Show images rated two stars or better
control + 3	Show images rated three stars or better
control + 4	Show images rated four stars or better
control + 5	Show images rated five stars (Select)
control + 6	Show all
control + 7	Show unrated images only
control + 8	Show rejects only

Applying Keywords to Images

10

Adding keywords to your images helps you organize your images and quickly locate specific images.

This chapter provides information about adding keywords to images and using these keywords to help define and organize your images.

This chapter covers:

- An Overview of Keywords (p. 200)
- Viewing Keywords Applied to Images (p. 202)
- Applying Keywords Using the Keywords HUD (p. 206)
- Applying Keywords Using Keyword Controls and Keyword Presets (p. 213)
- Applying Keywords Using the Lift & Stamp HUD (p. 218)
- Applying Keywords Using the Metadata Inspector (p. 222)
- Applying Keywords to Images in the Light Table (p. 223)
- Removing Keywords from an Image (p. 223)
- Importing and Exporting Keyword Lists (p. 224)

An Overview of Keywords

Keywords are descriptive words assigned to image versions and saved as metadata. For example, a family portrait may include such keywords as *Portrait*, *Family*, *Father*, *Mother*, *Daughter*, *Husband*, *Wife*, *Park*, *Client Select*, *Purchased,* and more.

Once you have applied keywords to your images, you can have Aperture display an image's keywords in the Viewer and Browser. You can also view keywords for selected images in the Metadata Inspector.

You can use the Query HUD to quickly locate images by their keywords and use Smart Albums to automatically group images that have specific keywords. For example, you can create a Smart Album at the Library level named Purchased, which automatically groups all images with the keyword *Purchased*. If you want to quickly review the images your clients bought over time, all you have to do is open the Smart Album named Purchased.

You can also apply keywords to images based on your future intentions. For example, you could create a Smart Web Gallery Album that gathers images that have a *For web* keyword applied. As you're reviewing your images, apply the keyword *For web* to any image you think is worthy of being published on your website. All images with the keyword *For web* are now collected in the Smart Web Gallery Album. If you later change your mind about publishing an image on your website, you can always remove the keyword. As soon as you remove the keyword, the image is removed from the Smart Web Gallery Album.

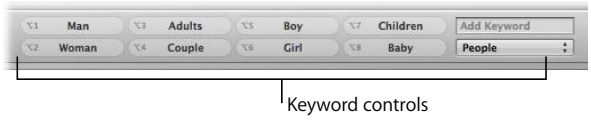
If you sell your images to image libraries, you can export the keywords assigned to your images as IPTC data. During export, Aperture embeds your keywords individually in the image file as IPTC-compliant keyword fields. The more keywords you apply to your images, the more likely it is that your images will be located by potential customers. For more information, see Chapter 15, "Exporting Your Images," on page 291.

Important: If you are planning to export your keywords as IPTC data, make sure your keyword phrases are no more than 64 characters in length. Longer keyword phrases may not be displayed properly in other IPTC editors or operating systems.

There are several ways to apply keywords:

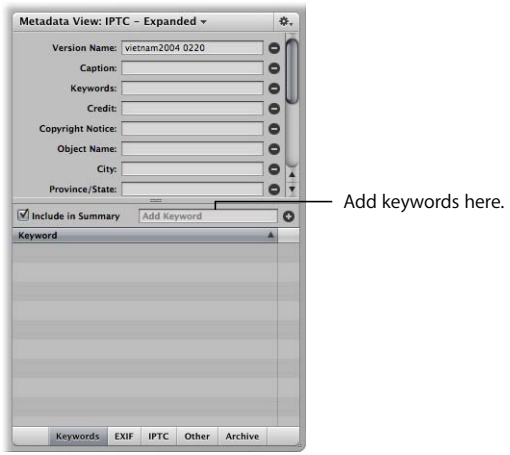
- Using the Keywords HUD

- Using keyword controls and presets in the control bar



- Using the Lift and Stamp tools via the Lift & Stamp HUD

- Using the Metadata Inspector



Viewing Keywords Applied to Images

You can view the keywords applied to an image version in several areas:

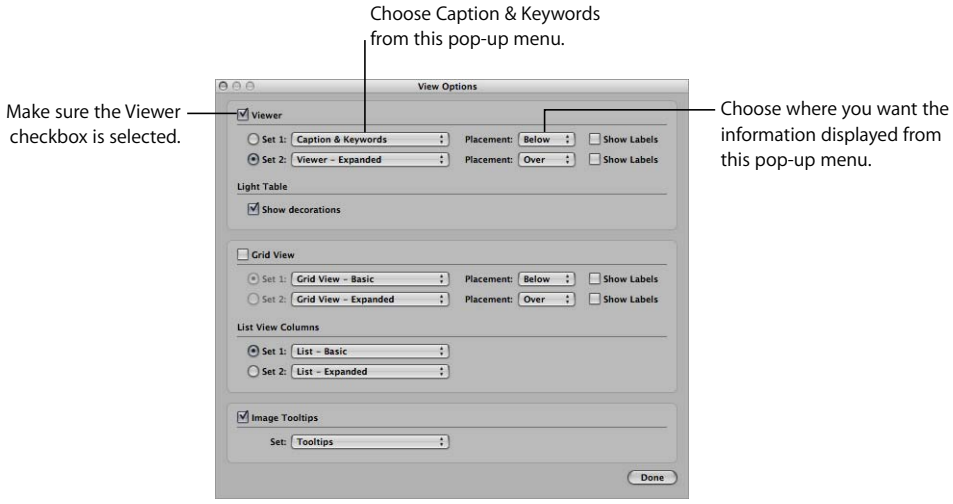
- In overlays that appear on or below images in the Browser or Viewer
- In the Metadata Inspector
- In the Keywords column of the Browser, when the Browser is in list view

Displaying Keywords in the Viewer and Browser

You can turn on the display of image keywords in the Browser and Viewer. Your keywords are displayed in overlays that appear across the bottom of the image or below the image.

To display keywords using overlays:

1. Choose View > View Options (or press Command-J).
2. In the View Options window, select the Viewer checkbox.
3. Choose Caption & Keywords from the Set 1 pop-up menu.

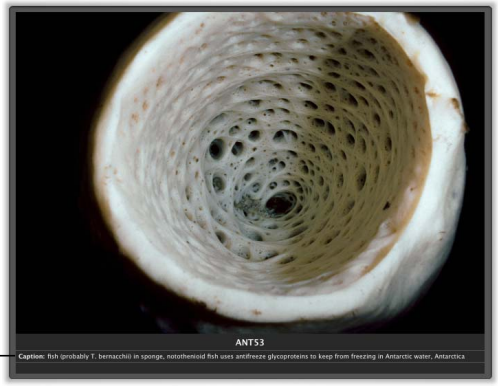


4. Choose an option from the Placement pop-up menu to specify where you want the information displayed in relation to the image.
5. To display keywords in the Browser, select the Grid View checkbox.
6. Choose Caption & Keywords from the Set 1 pop-up menu.
7. Choose an option from the Placement pop-up menu to specify where you want the information displayed in relation to the image.
8. Click Done.

Aperture is now set to display keywords assigned to images. You can quickly hide or show the overlays when you need to.

To hide or show overlays in the Viewer or Browser, do one of the following:

- Press the Y key to hide or show overlays in the Viewer.


ANT53
Caption: fish (probably T. bernacchii) in sponge, notothenioid fish uses antifreeze glycoproteins to keep from freezing in Antarctic water, Antarctica

The captions and keywords appear in the area you specified.

- Press the U key to hide or show overlays in the Browser.

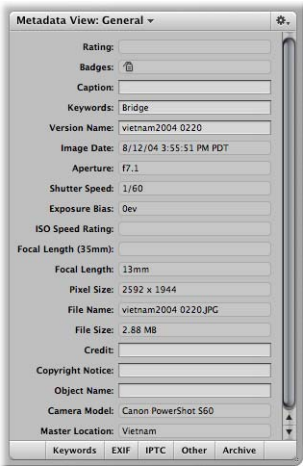
Viewing Keywords Using the Metadata Inspector

The Metadata Inspector provides views of the metadata associated with a selected image. When you show the Metadata Inspector and select an image, the Metadata Inspector displays the keywords assigned to your image, including IPTC keywords.

To view keywords using the Metadata Inspector:

1. If necessary, show the Metadata Inspector by doing one of the following:
   - Choose Window > Show Inspectors (or press I).
   - Double-click an image in the Browser.
   - Choose Window > Show Metadata (or press Control-D).

2 Click the Keywords button at the bottom of the Metadata Inspector.



Click the Keywords button to display the keywords applied to a selected image.

3 In the Browser, select an image to see its keywords.

Any keywords applied to the selected image appear in the Keyword summary area of the Metadata Inspector.

Viewing Keywords in the Browser in List View

When the Browser is set to list view, Aperture can display a column that shows the keywords assigned to images.

To view keywords in the Keywords column of the Browser:

1 Choose View > View Options (or press Command-J).

The View Options window appears.

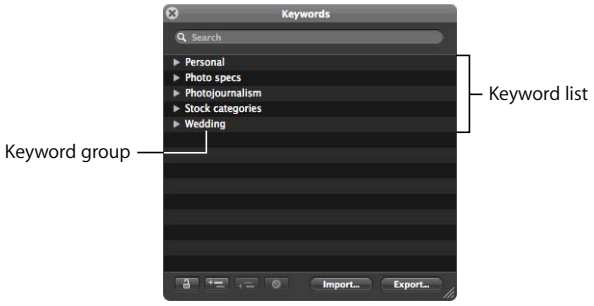
2 In the List View Columns section, select the Set 1 button, if necessary, and choose Caption & Keywords from the Set 1 pop-up menu, then click Done.

3 To set the Browser to list view, click the List View button (or press Control-L).

The Browser switches from grid view to list view. The keywords for each image appear in the Keywords column.

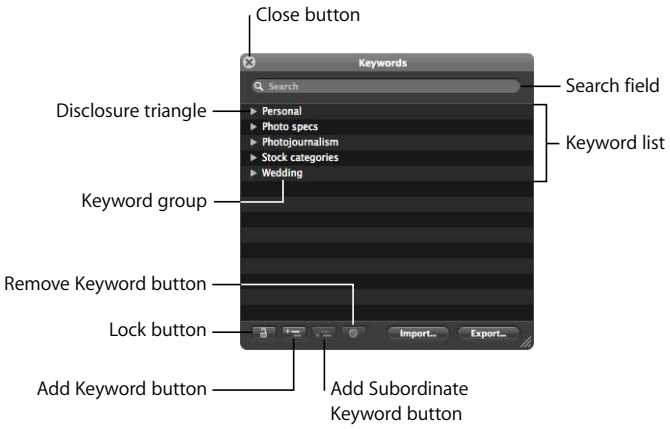
Applying Keywords Using the Keywords HUD

The Keywords HUD provides a versatile way to apply keywords to images. The Keywords HUD contains a library of predefined keywords that you can browse and search. You can also add your own keywords or remove keywords. The Keywords HUD is automatically updated with any keywords you add. For example, when you enter a new keyword in the Metadata Inspector, that keyword also appears in the Keywords HUD. When you change a keyword, for example, by changing its spelling or capitalization, the keyword is updated on all images that have that keyword assigned.



You can use the Keywords HUD in the Browser in grid and list views, in the Light Table, and in Full Screen mode. You can also use the Keywords HUD when working with book albums in the Book Layout Editor and when working with web gallery and web journal albums in the Webpage Editor.

Controls in the Keywords HUD



- *Close button:* Click this button to close the Keywords HUD.
- *Search field:* Enter text to search for keywords that match the text. Click the Reset button (with an X) to clear the field.

- *Keyword group:* A set of related keywords. Some are predefined in Aperture, but you can create new groups and add keywords to them. You can have keyword groups within other groups.
- *Disclosure triangle:* Click the disclosure triangle next to a keyword group to view all keywords in the group.
- *Lock button:* Click the Lock button to prevent changes to the Keyword HUD.
- *Add Keyword button:* Click this button to add a keyword to the keyword library of the Keywords HUD.
- *Add Subordinate Keyword button:* Click this button to add a subordinate keyword, such as a keyword within a keyword group.
- *Remove Keyword button:* Click this button to remove one or more selected keywords.
- *Keyword list:* Displays all keywords in the keyword library of the Keywords HUD.

Using the Keywords HUD to Apply Keywords

You can use the Keywords HUD to quickly apply keywords to one or more images. You can simply drag keywords to any image or selection of images in the Viewer or Browser. When you select a group of images, you can assign keywords to all the selected images at once.

To assign a keyword using the Keywords HUD:

1. To show the Keywords HUD, do one of the following:
   - Choose Window > Show Keywords HUD (or press Shift-H).
   - Click the Keywords HUD button in the toolbar.

   The Keywords HUD appears.
2. Do one of the following:
   - *If the Browser is in grid view:* Drag a keyword or keyword group from the Keywords HUD to an image or selected images in the Viewer or Browser.

- *If the Browser is in list view:* Drag the keyword from the Keywords HUD to an image in the Browser list. The keyword appears in the Keywords column for that image.

  Note: Depending on the view options you have set, the Keywords column may not appear. For more information, see "Viewing Keywords in the Browser in List View" on page 205.

The keyword is applied to the image or selection of images to which you dragged it. To view keywords applied to images, see "Viewing Keywords Applied to Images" on page 202.

To apply multiple keywords using the Keywords HUD:

1. To show the Keywords HUD, do one of the following:
   - Choose Window > Show Keywords HUD (or press Shift-H).
   - Click the Keywords HUD button in the toolbar.

   The Keywords HUD appears.
2. To select the keywords you want to apply, do one of the following:
   - Hold down the Shift key while pressing the Up or Down Arrow key to select several keywords.
   - Shift-click a group of adjacent keywords.
   - Command-click keywords that aren't adjacent.

   The selected keywords are highlighted in the keyword list.
3. Drag the keywords from the Keywords HUD to an image or selection of images in the Browser or Viewer.

   The keywords are assigned to the image or selection of images to which you dragged them.

Browsing and Searching for Keywords

You can browse and search for specific keywords in the Keywords HUD.

To locate a keyword using the Keywords HUD:

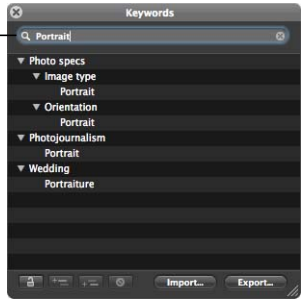
1. To show the Keywords HUD, do one of the following:
   - Choose Window > Show Keywords HUD (or press Shift-H).
   - Click the Keywords HUD button in the toolbar.

   The Keywords HUD appears.
2. Do one of the following:
   - Scroll up and down to review the keywords, and click the disclosure triangles to reveal the keywords in each keyword group.

Click the disclosure triangle next to a keyword group to display all the keywords in it.

   - Type the keyword you're looking for in the Keywords HUD search field.

Enter a keyword in the search field.



   The keyword list updates to reveal all instances of the keyword you entered.

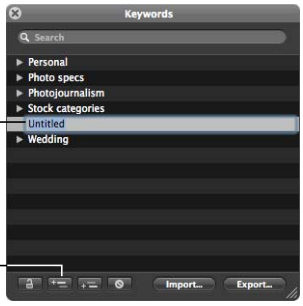
Adding Keywords to the Keywords HUD

You can add new keywords to the keyword library of the Keywords HUD.

To add new keywords to the keyword library:

1. To show the Keywords HUD, do one of the following:
   - Choose Window > Show Keywords HUD (or press Shift-H).
   - Click the Keywords HUD button in the toolbar.

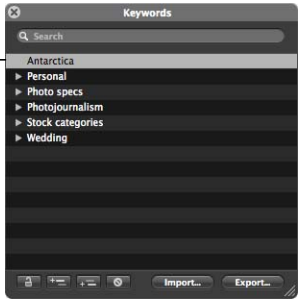
   The Keywords HUD appears.
2. Click the Add Keyword button.



A new, untitled keyword appears in the keyword list.

Click this button to add a new keyword.

3. Type the new keyword, then press Return.

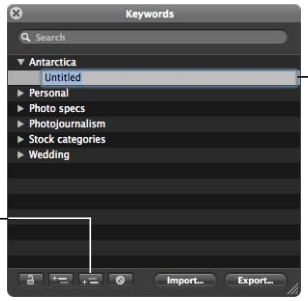


The new keyword is added to the keyword library and is sorted alphabetically.

To add keywords to a keyword group:

1. To show the Keywords HUD, do one of the following:
   - Choose Window > Show Keywords HUD (or press Shift-H).
   - Click the Keywords HUD button in the toolbar.

   The Keywords HUD appears.
2. Select the keyword group to which you want to add a keyword.
3. Click the Add Subordinate Keyword button.



4. Type the new keyword, then press Return.

   The new keyword appears in the keyword group you selected, sorted alphabetically within the group.

   You can also create new keyword groups. For example, if you added the keyword *Fish* to your list, you might want to add *Angelfish*, *Dolphin*, *Tuna*, and *Shark* under the *Fish* keyword so you can further define your images.

To create a new keyword group with keywords in it:

1. To show the Keywords HUD, do one of the following:
   - Choose Window > Show Keywords HUD (or press Shift-H).
   - Click the Keywords HUD button in the toolbar.

   The Keywords HUD appears.
2. Click the Add Keyword button, then type a name for the new keyword group.
3. With the new keyword group name selected, click the Add Subordinate Keyword button, type a keyword, then press Return.

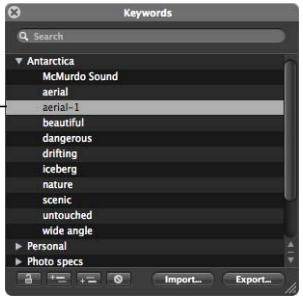
   The keyword you just added becomes the first keyword in the new group.
4. To add another keyword to the new group, click the Add Keyword button, type a keyword, then press Return.

Removing Keywords from the Keywords HUD

After adding keywords to the keyword library of the Keywords HUD, you may decide not to use certain keywords. If so, you can easily remove them.

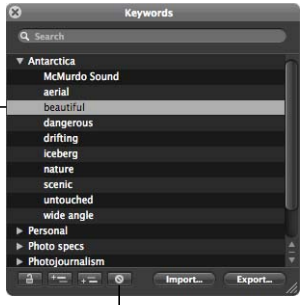
To remove a keyword or keyword group from the keyword library:

1 In the Keywords HUD, select the keyword or keyword group you want to remove.



The selected keyword is highlighted.

2 Click the Remove Keyword button.



The selected keyword is removed. The next keyword in the list is automatically selected.

Click this button to remove a keyword.

Important: Removing a keyword from the keyword library removes it from any images to which it's already assigned.

Applying Keywords Using Keyword Controls and Keyword Presets

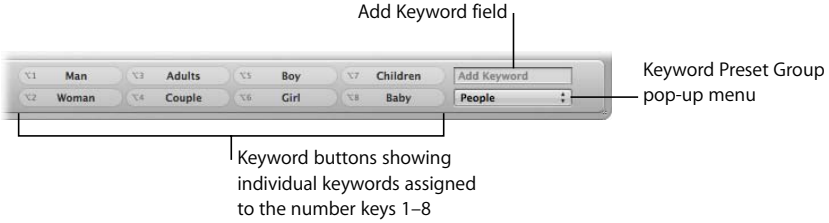
One way to apply keywords is to use the keyword controls located in the control bar. You can add new keywords to images or apply preset keywords that are part of a keyword group.

About the Keyword Controls in the Control Bar

The keyword controls are located at the right side of the control bar and are typically shown by default. However, if there is not enough room on your screen (for example, if the Adjustments Inspector and Metadata Inspector are shown), they are hidden.

To show the keyword controls in the control bar:

1. If necessary, choose Window > Hide Inspectors (or press I) to hide the Inspectors panel.
2. Choose Window > Show Keyword Controls (or press Shift-D).



- *Keyword buttons:* These buttons display the preset keywords in the selected keyword preset group. The first eight keywords are assigned to the keyboard shortcut key combination of Option and a number key (1 through 8) on the keyboard. Press Option and a number key on the keyboard (not the numeric keypad) to add the preset keyword to a selected image, or click a button. The control bar can hold up to 20 keyword buttons. To remove a keyword applied by clicking a button, press Shift-Option and the button's corresponding number key. To remove all keywords, press Shift-Option-9.

- *Add Keyword field:* Type a new keyword in this field and press Return to add it to a selected image. To remove a keyword you've just applied, type the keyword again and press Shift-Return. If the Keywords HUD is locked, you are asked whether you want to unlock the Keywords HUD and add the keyword to the keyword library, or not add the keyword to the image.
- *Keyword Preset Group pop-up menu:* Use this to choose the keyword preset group you want displayed. The first eight keywords in the group are assigned to the keyboard shortcut combination Option and a number key from 1 through 8.

Adding Keywords to Images Using Keyword Controls

You can easily add a preset keyword to an image.

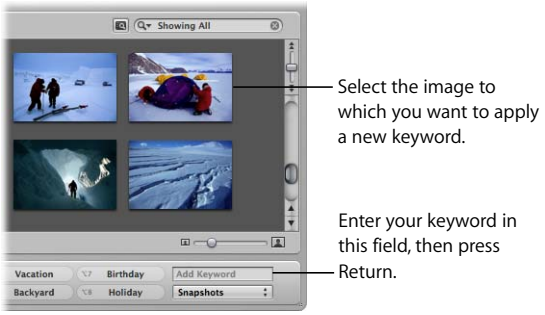
To add a preset keyword to an image:

1. Select the image to which you want to assign a keyword.
2. Do one of the following:
   - Choose Metadata > Add Keyword, then choose the keyword you want from the submenu.
   - Press Option and a number key from 1 to 8 to assign one of the first eight keywords.
   - Click a keyword button in the control bar.

You can also easily apply a new keyword that's not part of your keyword library.

To apply a new keyword using the keyword controls:

1. In the Browser, select an image or group of images.
2. In the control bar, type the new keyword in the Add Keyword field, then press Return.



The keyword you entered is now applied to the image or group of images.

To view keywords applied to images, see "Viewing Keywords Applied to Images" on page 202.

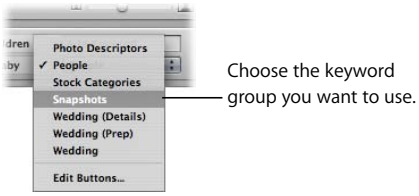
Choosing a Keyword Preset Group

Aperture provides groups of related keywords in sets that you can easily select and use. A group of related keywords is called a *keyword preset group*. You can select a keyword preset group whenever you need it, and create your own keyword preset groups that include keywords you frequently use.

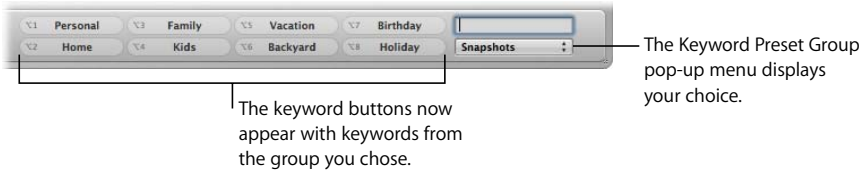
When you choose a keyword preset group, Aperture assigns the specific keywords to keyword buttons in the control bar. This allows you to quickly set the control bar to show the most useful keywords.

To choose a keyword preset group and apply keywords to images:

1. Select an image or group of images in the Browser.
2. Choose Window > Show Keyword Controls (or press Shift-D).
3. Choose a keyword preset group from the Keyword Preset Group pop-up menu.



The keyword buttons in the control bar update according to the keyword preset group you chose.



4. Click the keyword buttons or press Option and a number key (1 through 8) on your keyboard to apply keywords to the selected images.

Tip: You can quickly move through the keyword preset groups in the Keyword Preset Group pop-up menu by pressing comma (,) or period (.).

For information about viewing keywords applied to images, see "Viewing Keywords Applied to Images" on page 202.

Creating a Keyword Preset Group

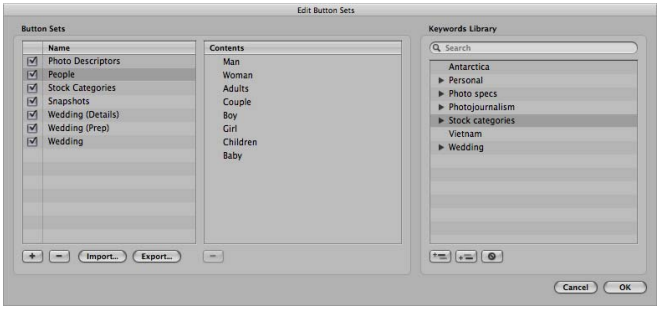
You can create new keyword preset groups when you need them.

To create a keyword preset group and assign keywords to it:

1 In the control bar, choose Edit Buttons from the Keyword Preset Group pop-up menu.

Choose Edit Buttons to add a new keyword preset group.

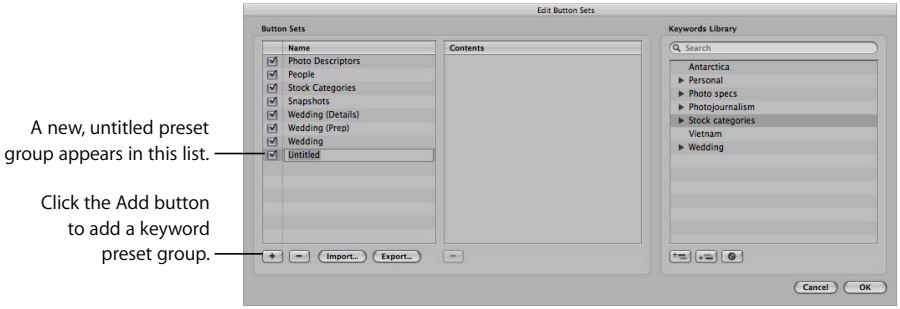
The Edit Button Sets window appears.



The Name column on the left lists the keyword preset groups that already exist. When you select a keyword preset group in this column, the keywords included in the group appear in the center Contents column. You add or remove keywords by adding them to or removing them from the Contents column. The Keywords Library column provides a list of the existing keywords in your keyword library. You can drag keywords from this list into the Contents column. You can also add keywords and keyword groups to your keyword library using the controls below the Keywords Library column.

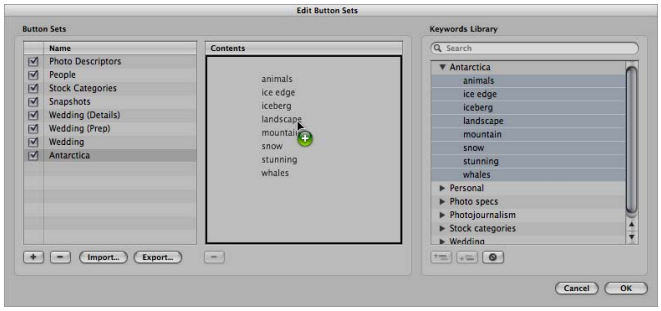
2 To create a new keyword preset group, click the Add (+) button.

An untitled preset group appears in the Name column.



3 Type a name for the new keyword preset group, then press Return.

4 Drag keywords from the Keywords Library column to the Contents column.



If you wish, you can select multiple keywords and drag them to the Contents column at once. Hold down the Shift key while pressing the Up or Down Arrow key to select several keywords, Shift-click to select adjacent keywords, or Command-click to select nonadjacent keywords.

5 Drag the keywords in the Contents column into the order you want.

The first eight keywords will be assigned to the keyboard shortcut key combination of Option and a number key (1 through 8) on the keyboard. To remove a keyword from the column, select it and press Delete, or click the Delete (–) button below the column.

6 After arranging the keywords in order, click OK.

The new keyword preset group appears in the Keyword Preset Group pop-up menu.

If the keyword preset group has fewer than eight keywords, the unassigned keys are inactive.

Applying Keywords Using the Lift & Stamp HUD

If you have images that should share the same keywords, you can use the Lift and Stamp tools to quickly apply all or some of the keywords from one image to other images. Using the Lift and Stamp tools is an efficient way to apply keywords to large numbers of images. The Lift and Stamp tools can also apply adjustments made to images, such as cropping, straightening, exposure changes, and other adjustments. For more information about using the Lift and Stamp tools to apply adjustments, see *Performing Image Adjustments* in the Aperture Help menu.

The Lift and Stamp tools have a corresponding HUD you can use in the Browser, Viewer, and Light Table, as well as in Full Screen mode.

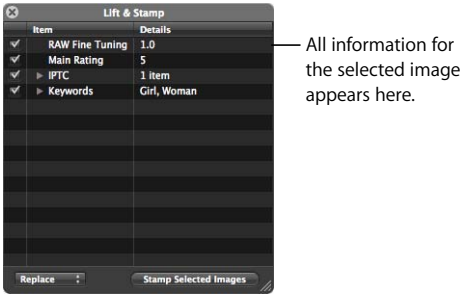
To lift all the keywords from an image and stamp them on another image or group of images:

1 Select the Lift tool (or press 0).

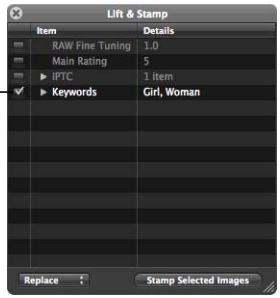
The Lift & Stamp HUD appears.

2 Click an image with the tool.

All the image's metadata, such as applied adjustments, rating, and keywords appear in the Lift & Stamp HUD.



3 Deselect the metadata checkboxes except for Keywords, or select items in the HUD and press Delete to delete them.



Make sure the Keywords checkbox is the only one selected.

4 To apply the keywords from the HUD, select the Stamp tool and click the images to which you want to assign the keywords. You can Shift-click to stamp a range of images.

The keywords from the first image are applied to the second image or group of images.

You can also lift keywords and apply them to a selection of images at once.

To stamp keywords on a selection of images at once:

1 Using the toolbar's standard Selection tool, select the images you want.

2 Select the Lift tool (or press 0).

The Lift & Stamp HUD appears.

3 With the Lift tool selected, click an image that has the keywords you want to stamp on the selected images.

All the image's metadata, such as applied adjustments, rating, and keywords appear in the Lift & Stamp HUD.

4 Deselect the metadata checkboxes except for Keywords.

5 Click the Stamp Selected Images button.

In many cases, you do not want to copy all keywords from one image and paste them onto another. For this reason, you can select specific keywords that apply to the image you want to stamp them on.

To stamp a reduced selection of keywords on an image or group of images:

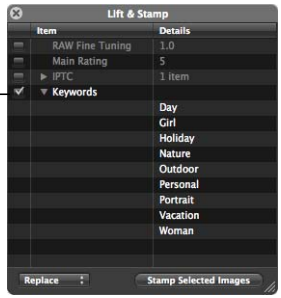
1. Select the Lift tool (or press O).

   The Lift & Stamp HUD appears.

2. Select an image.

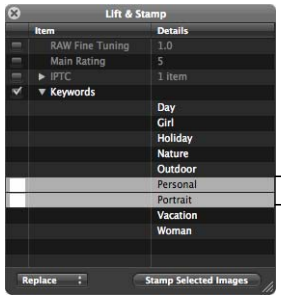
3. In the Lift & Stamp HUD, deselect all image information checkboxes except for Keywords.

4. Click the Keywords disclosure triangle to reveal the keywords from the selected image.



Click the disclosure triangle to reveal all keywords applied to the selected image.

5. Remove any keywords you don't want to stamp on an image or group of images by selecting each unwanted keyword in the list and pressing the Delete key.



Select the keywords you don't want to stamp, then press Delete.

6. Use the Stamp tool to select an image or group of images to which to apply the keywords.

   The reduced selection of keywords is applied to the selected image or group of images.

   You can quickly lift and stamp the keywords and all other metadata and adjustments from one image to another using keyboard shortcuts.

To quickly lift and stamp image metadata:

1. Select an image, then press Command-Shift-C to lift the metadata from the image.
2. Select an image or group of images, then press Command-Shift-V to stamp the metadata on the selected images.

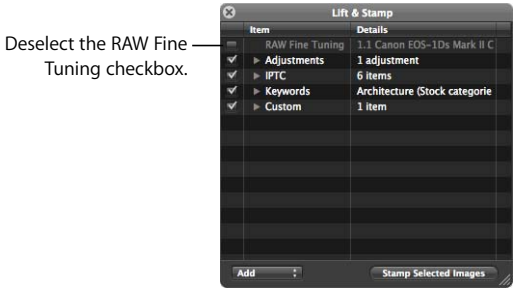
You can also lift RAW Fine Tuning parameter values from one RAW image and stamp them on another. RAW Fine Tuning adjustments are included in lift and stamp operations by default. If you don't want to lift and stamp RAW Fine Tuning adjustments, you must deselect them in the Lift & Stamp HUD.

To exclude RAW Fine Tuning adjustments from lift and stamp operations:

1. In the toolbar, select the Lift tool (or press O).

   The pointer changes from the Selection tool to the Lift tool.
2. Click the RAW image that has the adjustments, metadata, or keywords you want to copy.

   The Lift & Stamp HUD appears, showing the RAW Fine Tuning parameter values, adjustments, IPTC metadata, and keywords applied to the image.
3. Deselect the RAW Fine Tuning checkbox to prevent Aperture from copying the RAW Fine Tuning parameter values from one image to another.



4. In the toolbar, select the Selection tool, then do one of the following:
   - Drag a selection rectangle around the images you want to stamp the adjustments on to select them.
   - Select the images you want to stamp the adjustments on by Shift-clicking to select a range of adjacent images and Command-clicking to select nonadjacent images.
5. In the toolbar, select the Stamp tool, then click the Stamp Selected Images button in the Lift & Stamp HUD.

   The adjustments and metadata copied from the first image are applied to the selected images; however, the RAW Fine Tuning parameter values are not applied to the image selection.

Applying Keywords Using the Metadata Inspector

When you select an image, you can use the Metadata Inspector to see the image's keywords and add new keywords, if needed.

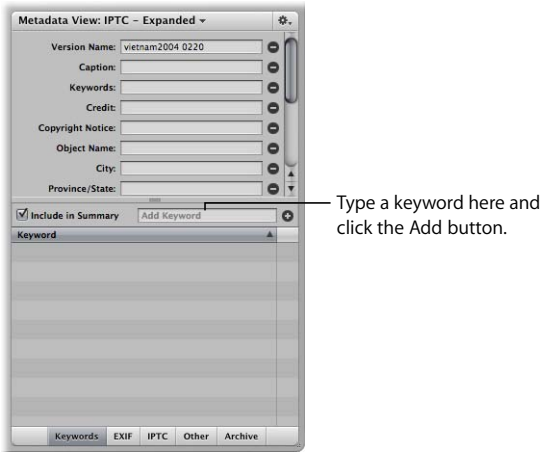
To apply keywords using the Metadata Inspector:

1 Do one of the following:

- Select an image, then choose Window > Show Inspectors (or press I).
- Select an image, then choose Window > Show Metadata (or press Control-D).
- Double-click an image in the Browser to show the Metadata Inspector.

2 Click the Keywords button at the bottom of the Metadata Inspector.

A list of the image's keywords appears.



3 To add a keyword, type a keyword in the Add Keyword field and click the Add (+) button.

Applying Keywords to Images in the Light Table

You can use the Light Table to arrange your image selection in a freeform manner. After arranging your images into groups, you can apply keywords to groups at once. For example, if you make a Light Table album consisting of the selects from your wedding shoot, you can group the images according to the part of the wedding event they show. After you've arranged them, you can apply keywords, such as *Getting Ready*, *Wedding Ceremony*, *Formal Shots*, and *Reception*, as appropriate.

To apply keywords to groups of images in the Light Table:

1. Select a Light Table album in the Projects panel.
2. Choose Window > Show Keywords HUD (or press Shift-H).
3. In the Light Table or Browser, select a group of images to which you want to assign keywords.
4. Drag the appropriate keywords from the Keywords HUD to the selected images.

   The keywords are applied to the selected images at once.

For more information about using the Light Table, see Chapter 17, "Using the Light Table," on page 323.

Removing Keywords from an Image

At times, you may want to remove all the keywords that you have applied to an image.

To remove all keywords from an image:

1. Select the image.
2. Choose Metadata > Remove Keyword > Remove All Keywords (or press Shift-Option-9).

You can also remove keywords from an image by removing specific keywords in the Metadata Inspector.

To remove specific keywords using the Metadata Inspector:

1. Double-click the image that has the keywords you want to remove.

   The Inspectors panel appears.

   If the Metadata Inspector isn't shown, choose Window > Show Metadata (or press Control-D).
2. Click the Keywords button to show the image's assigned keywords.
3. Click the Delete (–) button beside the keywords you want to remove.

You can easily remove an individual keyword from a selection of images without removing the remaining keywords applied to the images.

To selectively remove an individual keyword from a group of images:

1. Select the group of images.
2. In the control bar, type the keyword you want to remove in the Add Keyword field, then press Shift-Return.

The keyword is removed from the selected images.

Importing and Exporting Keyword Lists

You can import and export keyword lists to share with other Aperture users and transfer to other Aperture systems. You can also create keyword lists for specific projects and then import them as needed. When you export a keyword list, all your keywords are placed in a simple tab-delimited text file (.txt). The tab-delimited list is set up in a hierarchical structure that matches the hierarchical structure of the Keywords HUD.

To export a keyword list:

1. In the Keywords HUD, click the Export button.
2. In the dialog that appears, give the keyword list a name, choose a location, and click Save.

The keyword list is saved as a text file (.txt) to the location you chose.

Once you have an exported keyword list, you can transfer the file to another Aperture system and import it. You can also manually create or edit keyword lists using other applications, such as TextEdit, and import the lists into Aperture, as long as they follow a tab-delimited text file structure.

To import a keyword list:

1. In the Keywords HUD, click the Import button.
2. In the dialog that appears, navigate to the keyword list file and click Open.

The Keywords HUD is updated to include all the new keywords from the imported keyword list.

Working with Metadata

11

You can display different combinations of metadata, such as version names, captions, ratings, keywords, and IPTC information, with your images.

This chapter explains how to set the display of metadata with your images using the View Options window. It also explains how to use the Metadata Inspector to display and change the metadata for a selected image, as well as create custom sets of metadata for display. This chapter also provides information about the icons (called *badges*) that appear on images when you've made changes to them.

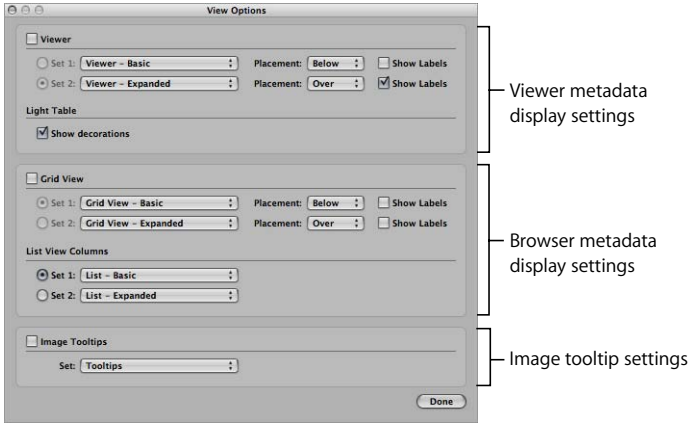
This chapter covers:

- An Overview of Metadata, Metadata Views, and Metadata Presets (p. 226)
- Displaying Metadata with Your Images (p. 228)
- Turning the Display of Metadata On or Off (p. 231)
- Viewing and Changing Metadata in the Metadata Inspector (p. 232)
- Working with Metadata Views (p. 235)
- Batch Changing Metadata (p. 241)
- More Information About IPTC Metadata (p. 242)
- Understanding Badge Overlays (p. 243)

An Overview of Metadata, Metadata Views, and Metadata Presets

You can display different combinations of metadata with your images in the Viewer and Browser, as well as in Full Screen mode. Aperture provides many metadata views that represent specific combinations of information that you can display. For example, you can choose a basic metadata view that shows an image's version name and caption. Or, you can choose an expanded metadata view that displays an image's rating, badges, aperture setting, shutter speed, exposure bias, focal length, caption, keywords, version name, ISO speed rating, file size, and master image file location. You can also create your own metadata views.

You choose the metadata view you want in the View Options window. You can choose different metadata views for the Viewer, the Browser in grid view, and the Browser in list view. You can also display metadata with labels that help identify the types of metadata being displayed.

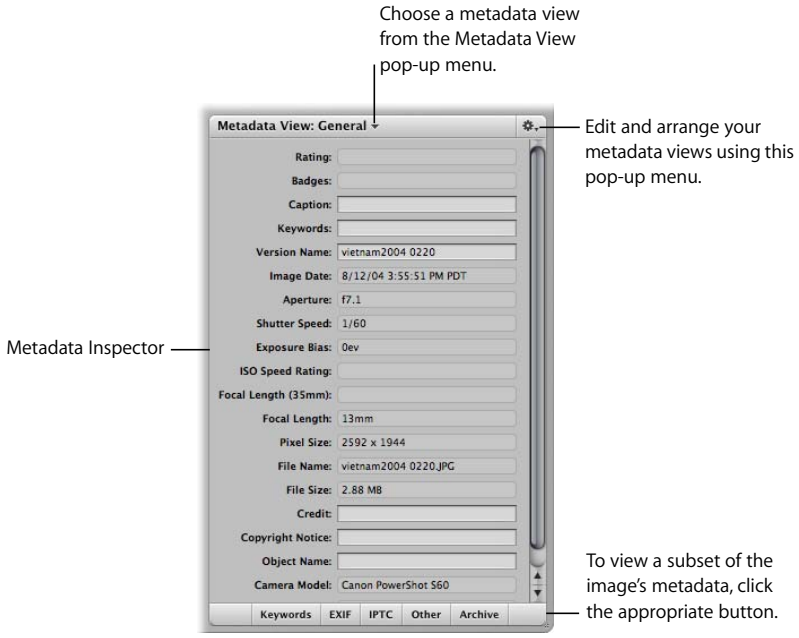


When you position the pointer over an image, Aperture can display information about it in a pop-up text box called an *image tooltip*. You can turn the display of image tooltips on or off in the View Options window. Tooltips can also display whether an image is a managed image file or a referenced image file. You can choose a metadata view to specify the combination of metadata that appears in image tooltips.

About Displaying Metadata in Full Screen Mode

Choosing a metadata view for the Viewer also defines the metadata that appears with images in Full Screen mode. Choosing a metadata view for the Browser in grid view defines the metadata that appears with image thumbnails in the Full Screen mode filmstrip.

You can view the metadata for a selected image in the Metadata Inspector. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).



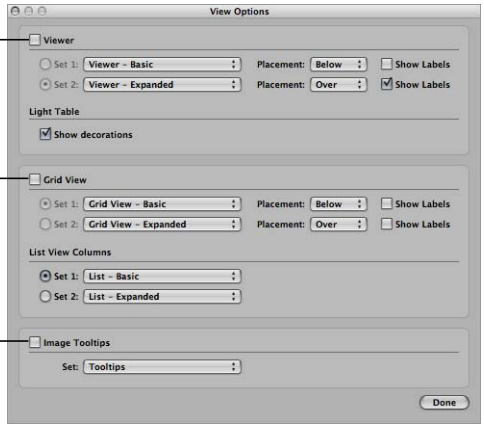
You can change the combination of metadata that appears in the Metadata Inspector by choosing a metadata view from the Metadata View pop-up menu. You can also change those metadata items that are editable. Click the buttons at the bottom of the inspector to display each button's type of metadata.

You can also add the actual metadata you want applied to your images to the fields of a metadata view and save it as a metadata preset. You can then use that metadata preset to apply combinations of metadata to images as you import them or change them using the Batch Change dialog. For example, if you have a specific combination of metadata that one of your services always requires, you can create a metadata preset specific for that service. Then whenever you import images destined for that service, or prepare images to send to that service, you can apply the metadata you need using the preset you created.

You can create and manage your own metadata views and metadata presets using the Metadata Action pop-up menu in the Metadata Inspector.

Displaying Metadata with Your Images

You use the View Options window to specify the metadata shown with images in the Viewer and Browser, as well as the metadata that appears in image tooltips. For the Viewer and Browser, you can choose a metadata view to display and choose an alternate that you can quickly switch to by pressing a keyboard shortcut.



Select this checkbox to turn on the display of metadata in the Viewer.

Select this checkbox to turn on the display of metadata in the Browser.

Select this checkbox to turn on the display of image tooltips.

You can also choose whether the information should appear on or below the image using the Placement pop-up menus.

Some metadata views are specifically designed for displaying information in the Viewer, the Browser in grid view or list view, or in image tooltips. The following table lists the metadata views that you can choose and the information that each view displays.

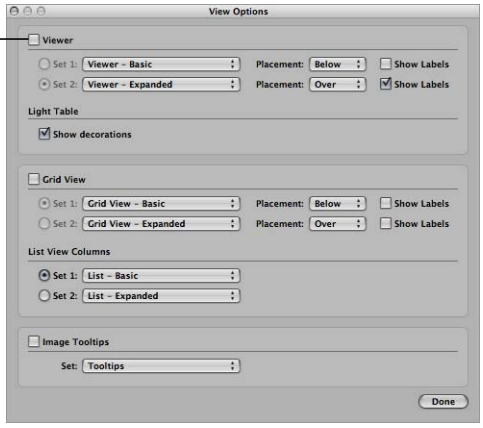
Metadata view name	Information displayed
All IPTC	Lists all IPTC fields
General	Rating, badges, caption, version name, image date, aperture, shutter speed, exposure bias, ISO speed rating, focal length (35mm), focal length, pixel size, filename, file size, credit, copyright notice, object name, camera model, master location, and keywords
Name Only	Version name
Caption Only	Caption
Name & Rating	Version name, rating, and badges
Name & Caption	Version name and caption
Ratings	Rating and badges
Caption & Keywords	Version name, caption, and keywords
Caption & Credits	Version name, byline, credit, caption, and copyright notice
File Info	Version name, filename, file size, pixel size, color model, image date, and badges

Metadata view name	Information displayed
Photo Info–EXIF	Version name, image date, camera model, pixel size, aperture, shutter speed, exposure bias, focal length (35mm), focal length, and ISO speed rating
EXIF-Expanded	Version name, image date, camera make, camera model, pixel size, aperture, shutter speed, exposure bias, focal length (35mm), focal length, ISO speed rating, aspect ratio, orientation, depth, color space, exposure mode, flash, serial number, lens minimum (mm), maximum lens aperture, lens maximum (mm), color model, profile name, and badges
IPTC-Basic	Version name, caption, keywords, credit, copyright notice, and object name
IPTC-Expanded	Version name, caption, credit, copyright notice, object name, city, province/state, country name, special instructions, byline, category, date created, headline, source, and keywords
Grid View–Basic	Badges and rating
Grid View–Expanded	Badges, rating, and version name
Viewer-Basic	Badges and rating
Viewer-Expanded	Rating, badges, aperture, shutter speed, exposure bias, focal length (35mm), focal length, caption, keywords, version name, image date, ISO speed rating, file size, and master location
List-Basic	Version name, badges, rating, image date, aperture, shutter speed, exposure bias, focal length (35mm), focal length, pixel size, orientation, aspect ratio, filename, file size, camera model, import group, and master location
List-Expanded	Version name, badges, rating, image date, caption, keywords, credit, copyright notice, object name, filename, camera model, import group, master location, aperture, shutter speed, exposure bias, ISO speed rating, focal length (35mm), focal length, and pixel size
Tooltips	Version name, file name, image date, caption, keywords, aperture, shutter speed, exposure bias, ISO speed rating, focal length (35mm), focal length, pixel size, camera model, and rating

To set the display of metadata in the Viewer:

1. Choose View > View Options (or press Command-J).
2. Select the Viewer checkbox.

Select this checkbox to turn on the display of metadata in the Viewer.



3. Choose the metadata view you want from the Set 1 pop-up menu. Choose an alternate metadata view from the Set 2 pop-up menu.
4. Choose where you want the metadata displayed in relation to the image from the Placement pop-up menus.
5. To include labels with metadata items, select the Show Labels checkbox.
6. Click the Set 1 or Set 2 button to specify the set you want to use.
7. Click Done.

To set the display of metadata in the Browser in grid view:

1. Choose View > View Options (or press Command-J).
2. Select the Grid View checkbox.
3. In the Grid View area, choose the metadata view you want from the Set 1 pop-up menu. Choose an alternate metadata view from the Set 2 pop-up menu.
4. Choose where you want the metadata displayed in relation to the image from the Placement pop-up menus.
5. To include labels with metadata items, select the Show Labels checkbox.
6. Click the Set 1 or Set 2 button to specify the set you want to use.
7. Click Done.

When you choose a metadata view for the Browser in list view, the metadata view determines the number of columns that appear. Each metadata item in the metadata view becomes a list view column.

To set the display of metadata in the Browser in list view:

1. Choose View > View Options (or press Command-J).
2. Select the Grid View checkbox.
3. In the List View Columns area, choose the metadata view you want from the Set 1 pop-up menu. Choose an alternate metadata view from the Set 2 pop-up menu.
4. Click the Set 1 or Set 2 button to specify the set you want to use.
5. Click Done.

To set the display of metadata in image tooltips:

1. Choose View > View Options (or press Command-J).
2. Select the Image Tooltips checkbox.
3. Choose the metadata view you want from the Set pop-up menu.
4. Click Done.

Turning the Display of Metadata On or Off

After choosing a metadata view, you can turn the display of metadata on and off and switch between metadata views.

To hide or show metadata in the Viewer, do one of the following:

- Choose View > Metadata Overlays > Viewer (or press Y).
- Choose View > View Options (or press Command-J), select or deselect the Viewer checkbox, then click Done.

To switch metadata views in the Viewer, do one of the following:

- Choose View > Metadata Overlays > Change Viewer Set (or press Shift-Y).
- Choose View > View Options (or press Command-J), select the Set 1 or Set 2 button in the Viewer section, then click Done.

To hide or show metadata in the Browser in grid view, do one of the following:

- Choose View > Metadata Overlays > Grid View (or press U).
- Choose View > View Options (or press Command-J), select or deselect the Grid View checkbox, then click Done.

To switch metadata views in the Browser, do one of the following:

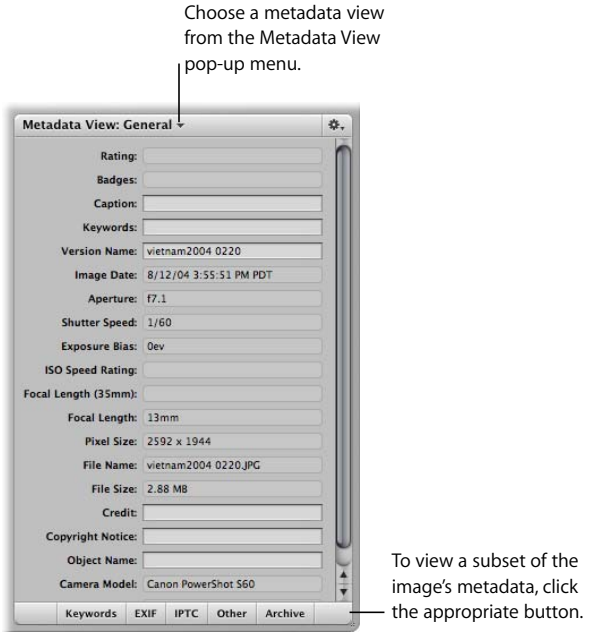
- Choose View > Metadata Overlays > Change Browser Set (or press Shift-U).
- Choose View > View Options (or press Command-J), select the Set 1 or Set 2 button in the Grid View or List View Columns section, then click Done.

To turn image tooltips on or off, do one of the following:

- Choose View > Image Tooltips (or press T).
- Choose View > View Options (or press Command-J), select or deselect the Image Tooltips checkbox, then click Done.

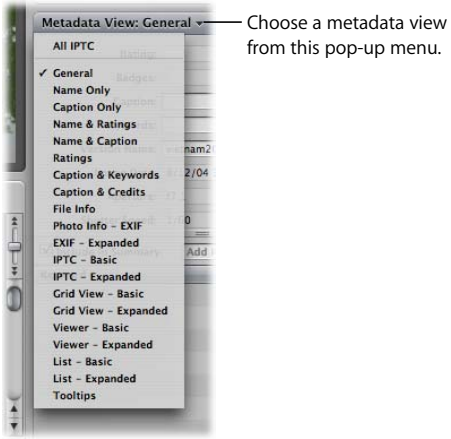
Viewing and Changing Metadata in the Metadata Inspector

You can view or change the metadata for a selected image in the Metadata Inspector. The selected image's metadata appears in text fields. You can change the metadata categories shown in the Metadata Inspector by choosing a different metadata view from the Metadata View pop-up menu. You can also view keywords, EXIF information, IPTC information, other miscellaneous metadata that you specify, and backup location information by clicking the buttons at the bottom of the inspector.



To view and change metadata in the Metadata Inspector:

1. Select an image.
2. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
3. Choose a metadata view from the Metadata View pop-up menu.



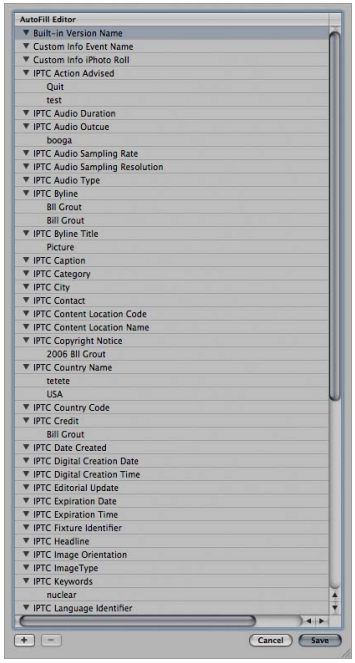
4. To change the metadata in an editable text field, click in the text field to make it active, then enter the text you want.

Working with the AutoFill List Editor

As you enter metadata in the Metadata Inspector's fields, Aperture checks for previous entries, and if it locates a match, it completes the entry for you. For example, if you used the keyword *Landscape* previously, and you type the first few letters of *Landscape* again, Aperture automatically enters *Landscape* in the field. You can set up and change the list of metadata that Aperture automatically enters using the AutoFill List Editor. You can enter up to 20 entries for a field type. If you've made a spelling mistake when typing an entry, you can also use the AutoFill List Editor to correct the mistake so that Aperture always suggests the correct spelling.

To set up autofill entries in the AutoFill List Editor:

1 Choose Metadata > Edit AutoFill List.



2 To edit the list, do one of the following:

- *To add an entry:* Select the metadata type you want to change, click the Add (+) button, and enter the text you want.
- *To change an entry:* Click the disclosure triangle for the metadata type you want to work with to display its entries, then double-click the entry you want to change. Type the new text.
- *To delete an entry:* Click the disclosure triangle for the metadata type you want to work with to display its entries. Select the entry you want to delete, then click the Delete (–) button.

3 Click Save.

Working with Metadata Views

You can create your own combinations of metadata to display with your images, called *metadata views*. (In previous versions of Aperture, metadata views were called *metadata sets*.) You can modify the metadata views that come with Aperture.

Using the Metadata Inspector, you can:

- Create new metadata views
- Modify existing metadata views
- Arrange the order of metadata views in pop-up menus
- Rename metadata views
- Duplicate metadata views
- Delete metadata views

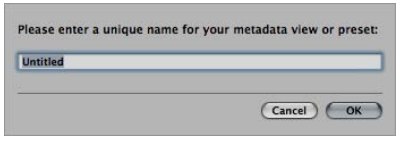
You can also apply combinations of metadata to your images by recording metadata in a view and saving it as a metadata preset. For more information about creating and using metadata presets, see "Working with Metadata Presets" on page 238.

Creating New Metadata Views

You can create new metadata views that display different combinations of metadata. You can also add new kinds of metadata to your metadata views in addition to the metadata categories that Aperture provides.

To create a new metadata view:

1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose New View from the Metadata Action pop-up menu.
3. In the dialog that appears, enter a name for the new metadata view, then click OK.



The Metadata Inspector changes to display an empty area to which you can now add categories of metadata.

4 To add metadata categories to your metadata view, do any of the following:

- *To add a keywords field to the metadata view:* Click the Keywords button and select the Include in Summary checkbox.
- *To add EXIF fields to the metadata view:* Click the EXIF button and select the checkboxes for the EXIF fields you want.
- *To add IPTC fields to the metadata view:* Click the IPTC button and select the checkboxes for the IPTC fields you want.
- *To add other fields to the metadata view:* Click the Other button and select the checkboxes for the fields you want. You can also create new metadata fields by entering text in the New Custom Metadata and Metadata Value fields, and then clicking the Add (+) button. The new metadata field appears in the list, and you can select its checkbox to add it to the metadata view.

  Note: Once a new metadata field is created, it isn't associated with a specific metadata view. If you delete the metadata view in which a new metadata field was created, the field is not deleted from Aperture.
- *To add information to the metadata view about where and when an image was backed up in a vault:* Click the Archive button and select the Include in Summary checkbox.

You can remove a metadata category by clicking the Delete (–) button beside it.

Modifying Existing Metadata Views

You can change the combination of metadata displayed by a metadata view. You can add or remove metadata categories, or create new ones.

To modify a metadata view:

1 To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).

2 Choose the metadata view you want to change from the Metadata View pop-up menu.

3 Choose the Edit command for the view you want to change from the Metadata Action pop-up menu.

You can now change the metadata fields that appear in the metadata view.

4 To add or remove categories of metadata that appear in the metadata view, do any of the following:

- *To add or remove a keywords field:* Click the Keywords button and select or deselect the Include in Summary checkbox.
- *To add or remove EXIF fields:* Click the EXIF button and select or deselect the checkboxes for the EXIF fields you want to add or remove.
- *To add or remove IPTC fields:* Click the IPTC button and select or deselect the checkboxes for the IPTC fields you want to add or remove.

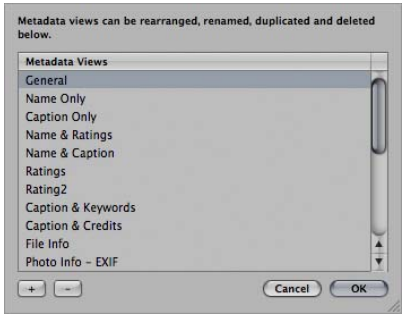
- *To add or remove other fields:* Click the Other button and select or deselect the checkboxes for the fields you want to add or remove. You can also create new metadata fields by entering text in the New Custom Metadata and Metadata Value fields, and then clicking the Add (+) button. The new metadata field appears in the Name list, and you can select its checkbox to add it to the metadata view.
- *To add or remove information about where and when an image was backed up in a vault:* Click the Archive button and select or deselect the Include in Summary checkbox.

Managing Metadata Views

You can make changes to the list of metadata views that appears in the pop-up menus in the View Options window and Metadata Inspector.

To arrange the metadata view list:

1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose Manage Views from the Metadata Action pop-up menu.
3. To rearrange the order of metadata views, drag them to new locations in the Metadata Views list.



You can also rename, add, or delete metadata views in this dialog.

To rename a metadata view:

- Double-click the metadata view name, then type a new name in the field that appears.

To add a duplicate metadata view:

- Select a metadata view, then click the Add (+) button.

To delete a metadata view:

- Select a metadata view, then click the Delete (–) button.

Working with Metadata Presets

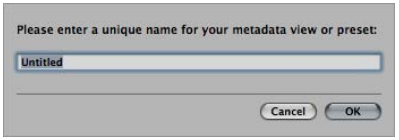
You can create your own preset combinations of metadata that you want applied to images. You create a preset by first choosing a metadata view that displays the types of metadata you want to apply. You can also create a custom view if you want. You then add the metadata you want to apply to the view's metadata fields, and save the information as a metadata preset. Your metadata preset is then available to be chosen when you import images, batch change images, or modify an image's metadata in the Metadata Inspector. Aperture also provides easy methods of managing your presets.

Creating Metadata Presets

You can create new metadata presets that apply different combinations of metadata.

To create a new metadata preset:

1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose the metadata view that you want to use for the preset from the Metadata View pop-up menu.
3. Enter the metadata you want applied to your images in the metadata fields.
4. Choose Save as Preset from the Metadata Action pop-up menu.
5. In the dialog that appears, enter a name for the new metadata preset, then click OK.



The new metadata preset now appears under the Append with Preset and Replace with Preset commands in the Metadata Action pop-up menu.

To modify an existing metadata preset:

1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose the metadata view that you want to use for the preset from the Metadata View pop-up menu.
3. Choose Replace with Preset from the Metadata Action pop-up menu, then choose the preset you want to modify.
4. Enter the changes you want in the metadata fields in the Metadata Inspector.
5. Choose Save as Preset from the Metadata Action pop-up menu.
6. Give the metadata preset a new name, then click OK.

If you want, you can delete the previous metadata preset or rename presets by choosing Manage Presets from the Metadata Action pop-up menu.

Applying Combinations of Metadata Using Metadata Presets

You can apply metadata using metadata presets when importing images using the Import dialog and when using the Batch Change command. You can also apply metadata presets to selected images using the Metadata Inspector.

To apply a metadata preset when importing images:

1. Show the Import panel by choosing File > Import > Images or by clicking the Import Panel button.
2. Select the images you want to import, if necessary.
3. Choose the metadata preset you want to use from the Add Metadata From pop-up menu.
4. Select Append to add the preset's metadata to the images, maintaining any currently associated metadata, or select Replace to add the preset's metadata to the images and remove any other associated metadata.
5. Select the other import options you want, then click the Import button.

To apply a metadata preset when changing images with the Batch Change dialog:

1. Select the images you want to change.
2. Do one of the following:
   - Choose Metadata > Batch Change.
   - Show the Metadata Inspector by choosing Window > Show Metadata (or pressing Control-D), then choose Batch Change from the Metadata Action pop-up menu.
3. Choose the metadata preset you want from the Add Metadata From pop-up menu.
4. Select Append to add the preset's metadata to the images, maintaining any currently associated metadata, or select Replace to add the preset's metadata to the images and remove any other associated metadata.
5. Select the other options you want, then click OK.

To apply a metadata preset when changing images with the Metadata Inspector:

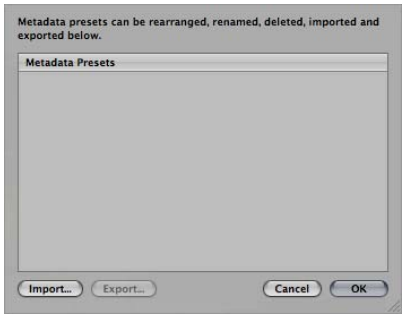
1. Select the images you want to change.
2. Show the Metadata Inspector by choosing Window > Show Metadata (or press Control-D).
3. Choose the metadata preset you want from the Add Metadata From pop-up menu.
4. Do one of the following:
   - From the Metadata Action pop-up menu, choose Append with Preset, then choose the preset you want to use to add metadata to the image, maintaining any currently associated metadata.
   - From the Metadata Action pop-up menu, choose Replace with Preset and then choose the preset you want to use to add metadata to the image, removing any previously applied metadata.

Managing Metadata Presets

You can make changes to the list of metadata presets that appears in pop-up menus.

To arrange the metadata preset list:

1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose Manage Presets from the Metadata Action pop-up menu.
3. To rearrange the order of metadata presets, drag them to new locations in the Metadata Presets list.



You can also rename and delete metadata presets in this dialog.

To rename a metadata preset:

- Double-click the metadata preset name, then type a new name in the field that appears.

To delete a metadata preset:

- Select a metadata preset, then press the Delete key.

When you work with other Aperture users, you can share your metadata presets to ensure a consistent application of metadata to all the images. You can export metadata presets for others to use and import presets when you need them.

To export a metadata preset:

1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose Manage Presets from the Metadata Action pop-up menu.
3. Select the metadata preset that you want to export, then click Export.
4. Choose a location where you want the metadata preset information stored, then click Save.

To import a metadata preset:

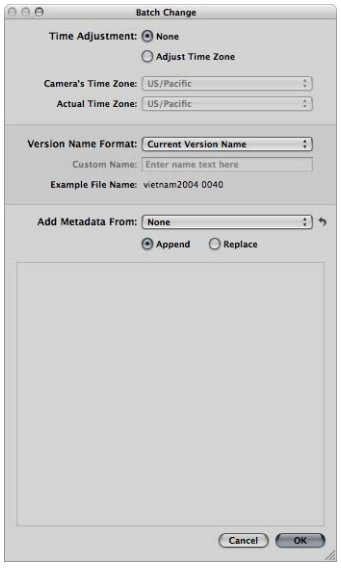
1. To show the Metadata Inspector, choose Window > Show Metadata (or press Control-D).
2. Choose Manage Presets from the Metadata Action pop-up menu.
3. Click Import.
4. Select the metadata preset file that you want to import, then click Open.

Batch Changing Metadata

You can select a group of images and make metadata changes to all the images at once. For example, if you need to add the same set of keywords to a selection of images, or change the version name format, you can select the images and use the Batch Change dialog to change them.

To change the metadata associated with a selection of images:

1. Select the images you want to change.
2. Choose Metadata > Batch Change (or press Command-Shift-B).



3. In the Batch Change dialog, choose a metadata preset from the Add Metadata From pop-up menu to select a preset template of metadata to be applied.

   You can click the Append button to add the metadata to that already applied to the selected images, or click the Replace button to add the metadata, replacing any previously assigned metadata.
4. Enter any metadata you want applied in the metadata fields.
5. Specify any other metadata options you want to change, then click OK.

More Information About IPTC Metadata

If you intend to export your keywords as IPTC metadata, make sure each keyword entry is no more than 64 characters long. Keyword entries longer than 64 characters may not be displayed properly in other IPTC editors or operating systems.

Here are some examples of common character limits for IPTC fields:

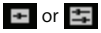
IPTC field and character limit	Description and example
Caption 2000 characters	A long-form description of the subject and related information in a natural language caption. *Example:* Mayor Alvarado addresses a crowd at the first soccer match of the season.
Keywords 64 characters	A list of words describing the subject in discrete words or phrases. *Example:* Politician, Mayor, Futbol, Soccer, News, Game, Team, San Jose
Credit 32 characters	Photographer's name and/or agency name. *Example:* Matthew Birdsell/Mercury News
Copyright 128 characters	Copyright date, photographer's name, agency name, and rights. *Example:* © 2003 Matthew Birdsell/Mercury News. All rights reserved.
Object name 64 characters	A unique identifier, used by an agency or organization to catalog images. *Example:* mt52642j
Created date 16 characters	Date the image was created. *Example:* 05/16/2005
City 32 characters	City where the image was captured. *Example:* San Jose
Province/State 32 characters	Province or state where the image was captured. *Example:* California
Country 64 characters	Country where the image was captured. *Example:* USA
Special instructions 256 characters	Applicable restrictions, rights, or embargo information. *Example:* MAGS OUT, INTERNET OUT, NO THIRD-PARTY SALES
Byline 64 characters	The image byline text. *Example:* © Matthew Birdsell/Mercury News
Category 3 characters	Applicable ANPA category codes. *Example:* I (International)
Headline 256 characters	The headline published with the image. *Example:* Mayor Alvarado Opens New Soccer Season in San Jose
Source 32 characters	The source that provided the image. *Example:* Mercury News

Understanding Badge Overlays

When you apply adjustments, keywords, or other changes to an image, Aperture marks the image with a badge overlay. Badges can appear on images in the Viewer, Browser, and Light Table, in book pages and webpages, and in Full Screen mode.

How Badge Overlays Appear in Aperture

The following table shows badges that appear on images in Aperture.

Badge	Definition
	One or more adjustments have been applied to the image.
	One or more keywords have been applied to the image.
	Images are contained in a stack. The number indicates the number of images in the stack.
	The image has been edited with the external editor, and is therefore represented by the master file created when the file was exported to the external editor.
	The image is an album's pick image, the identifying image for that album, web gallery album, web journal album, Light Table album, or book album.
	Because of low image resolution, the image's print quality may be affected. This badge appears on images placed in book pages and webpages.
	The number indicates the number of times the image has been used in a given book, web journal, or Light Table arrangement.
	The image has a referenced image master file.
	The referenced image's master file is offline.
	The referenced image's master file has not been found.

Keywords and adjustments have been applied to this image.

These four images are stacked together; the checkmark identifies this image as the album pick.

Displaying Images with Badge Overlays

Badge visibility is determined by the metadata view that is displayed. You can control whether badges are visible by choosing a metadata view that includes badge overlays; you can also control whether badge overlays are visible by turning metadata views on or off.

Important: Badge overlays appear only in the Aperture application; they do not appear on images exported or printed from Aperture.

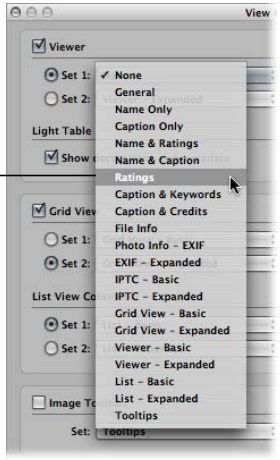
To display badge overlays on images in the Viewer:

1. Choose View > View Options (or press Command-J).

   The View Options window appears.

2. Select the Viewer checkbox.

3. From the Viewer Set 1 pop-up menu, choose a metadata view that includes badge overlays. Some examples are General and Ratings, as well as Viewer-Basic and Viewer-Expanded.



Choose a metadata view that includes badge overlays from the Set 1 pop-up menu.

4. Click Done.

   Badges are now visible in the Viewer.

You can turn off the display of badge overlays in the Viewer by turning off the display of metadata. For more information, see "Turning the Display of Metadata On or Off" on page 231.

To display badge overlays on images in the Browser in grid view:

1. Choose View > View Options (or press Command-J).

   The View Options window appears.

2. Select the Grid View checkbox.

3. From the Grid View Set 1 pop-up menu, choose a metadata view that includes badge overlays. Some examples are General and Ratings, as well as Grid View–Basic and Grid View–Expanded.

4. Click Done.

   Badge overlays are now visible in the Browser in grid view.

   You can turn off the display of badge overlays in the Browser by turning off the display of metadata. For more information, see "Turning the Display of Metadata On or Off" on page 231.

To display badge overlays on images in the Light Table, do one of the following:

- Choose View > View Options (or press Command-J), select the "Show decorations" checkbox in the Light Table section, then click Done.
- Choose View > Metadata Overlays > Light Table (or press Shift-G).

  Badges and metadata are now visible in the Light Table.

To turn off badge overlays in the Light Table, do one of the following:

- Choose View > Metadata Overlays > Light Table (to remove the checkmark).
- Choose View > View Options (or press Command-J), deselect the "Show decorations" checkbox in the Light Table section, then click Done.
- Press Shift-G.

  Badge overlays are now turned off in the Light Table.

Searching for and Displaying Images

12

Aperture allows you to easily search for and gather images in a variety of locations. You can perform complex searches and save your search results.

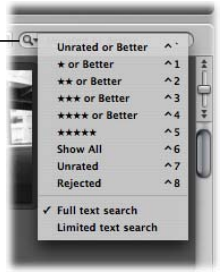
This chapter provides information about using the Query HUD to search for images using a wide variety of criteria, including image name, subject, keyword, photographer, caption or text, date, location, EXIF and IPTC information, and more.

This chapter covers:

- An Overview of Searching (p. 248)
- Controls in the Query HUD (p. 252)
- Searching Across the Entire Library (p. 253)
- Searching by Image Name, Caption, or Other Text (p. 253)
- Searching by Keyword (p. 255)
- Searching by Date (p. 256)
- Searching by Rating (p. 258)
- Searching by IPTC Information (p. 259)
- Searching by EXIF Information (p. 260)
- Searching by Import Session (p. 261)
- Searching by File Status (p. 262)
- Searching by Other Metadata (p. 263)
- Searching by a Combination of Criteria (p. 264)
- Saving Your Search Results (p. 265)

An Overview of Searching

Aperture provides a pop-up menu in the search field of the Browser that allows you to quickly display images by rating and change how Aperture performs searches.



To have Aperture search for images by rating, you can choose a rating level from the pop-up menu. You can also have Aperture perform full text searches or limited text searches. When you choose "Full text search" from the pop-up menu, Aperture searches for any text entered in the search field throughout all the metadata associated with your images. If you choose "Limited text search", Aperture searches for any entered text, but doesn't search through the EXIF, IPTC, badge, or custom metadata associated with images. However, a limited text search does include keywords, aspect ratio, filename, rating, version name, orientation, pixel size, processed pixel size, master location, and import group. Choosing a limited text search provides faster results. You can set your preference for a full or limited text search using the Search Scope pop-up menu in the Preferences window.

To set the search scope in the search field:

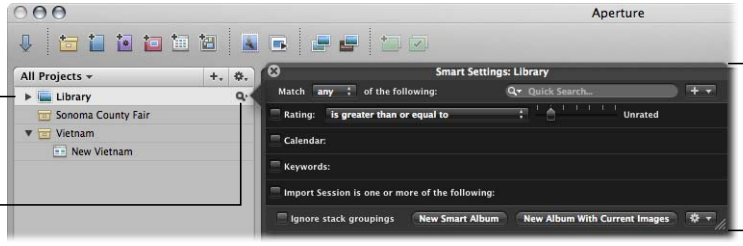
- Choose the type of search you want to perform from the search field pop-up menu.

To view specific images in the Library or a selected project, you can also use the Query HUD.

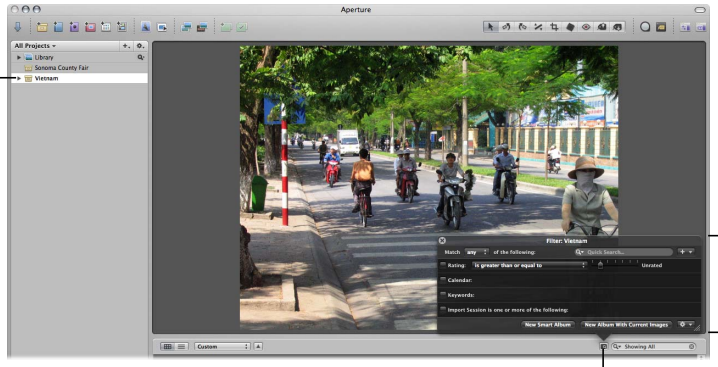
The Query HUD is an easy-to-use panel with options for specifying search criteria. For example, you might enter the image name Dawn in the Query HUD, and Aperture locates files that include that text in their metadata. To show the Query HUD for a selected project, you click the Query HUD button (with a magnifying glass icon) next to the search field in the Browser.

You can use the Query HUD to locate images across all projects, to display particular images within a project, and to create Smart Albums, which automatically gather images based on search criteria.

You specify where you want to search by selecting the Library or the project or album that contains the images you want. To search for images across your entire Aperture portfolio, select Library and click the Query HUD button to the right of the Library name. When you enter search criteria in the Query HUD, Aperture displays results from across all your projects.


Select Library to search across the entire Library.
Click here to show a Query HUD for searching across the Library.
Specify your search criteria here.

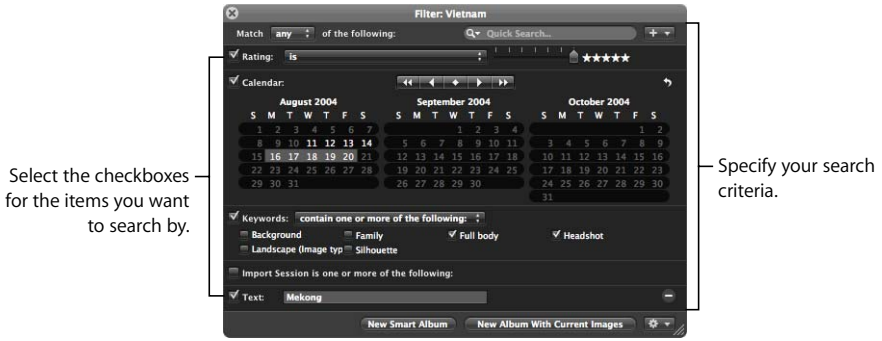
The most common reason to perform a search is to display a selection of images within a project. By selecting a project and using the Query HUD, you can quickly display specific images, hiding the rest from view. For example, you might isolate and display only those images of a certain subject, pose, rating, or location. Your search doesn't change the contents of the project; it only temporarily changes the images you view in the Browser. If you cancel the search criteria in the Query HUD, all of your images appear in the Browser again. The Query HUD is preset to show images that are unrated or better, hiding rejected images. You can change the Query HUD criteria to show rejected images if you wish.



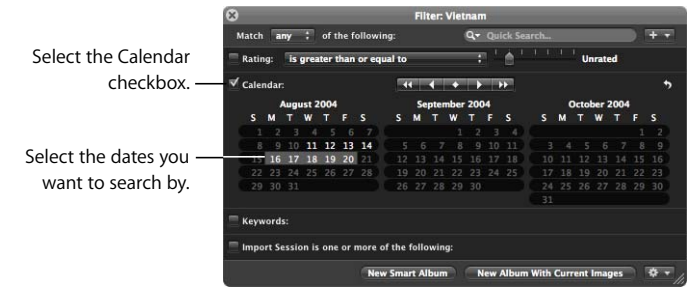
You can also create special albums, called *Smart Albums*, whose contents are derived solely by search criteria. For example, you might create a Smart Album that searches for and displays all portrait images from the entire Library. When you create a Smart Album, you use the Query HUD to define criteria for the images that should appear in it. For more information about creating and using Smart Albums, see Chapter 13, "Grouping Images with Smart Albums," on page 267.

Aperture can locate images based on many types of information associated with the images. When you import images into Aperture, certain information is automatically assigned to each image, including EXIF metadata such as image date, photographer, camera technical data, filename, and much more. You can also assign your own metadata to images, including keywords, summaries, captions, and information used by IPTC fields, and then locate your images by searching for the metadata.

The search criteria that you use can be simple or complex. For example, the following illustration shows some of the search criteria you can specify using the Query HUD.



To search using a particular type of search criteria, you select the checkbox to turn on the search option and then specify the criteria that Aperture should look for. For example, to find images taken on a specific date, you select the Calendar checkbox and select a date or range of dates.



The images taken on the dates you specified are displayed in the Browser, where you can review and work with them.

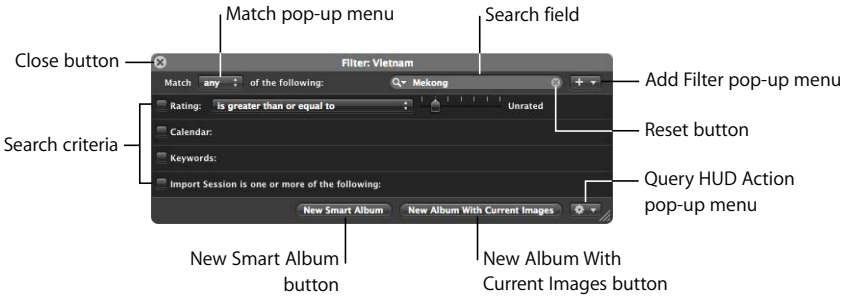
You can also create complex searches by adding search criteria options to the Query HUD.

To show the Query HUD, do one of the following:

- Choose Edit > Find (or press Command-F).
- Click the Query HUD button (with a magnifying glass icon) beside the search field in the Browser.

Controls in the Query HUD

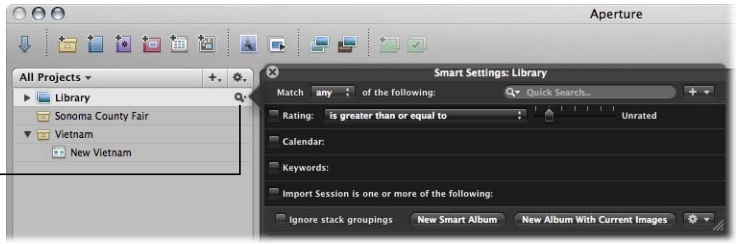
The Query HUD has the following controls:



- *Close button:* Click this button to close the Query HUD.
- *Match pop-up menu:* Choose whether the image should match any of the search criteria or all the criteria that are marked by selected checkboxes.
- *Search field:* Enter the text you want to search for. Click the search field's Reset button (with an X) to clear the search field.
- *Add Filter pop-up menu:* Choose additional search criteria, such as date, EXIF and IPTC information, text, rating, and other metadata.
- *Search criteria:* Select checkboxes for categories and specify what you want to search for, such as ratings, keywords, and dates.
- *New Smart Album:* Click this button to create a new Smart Album based on the search criteria. For more information, see Chapter 13, "Grouping Images with Smart Albums," on page 267.
- *New Album With Current Images:* Click this button to create a new album containing images that match the current search criteria.
- *Query HUD Action pop-up menu:* Create a new Light Table, book, web gallery, Smart Web Gallery, or web journal album containing images that match the current search criteria.

Searching Across the Entire Library

At times, you may want to search for images that reside in many different projects. For example, you might want to locate all your select photos for an entire year or for a particular month. To search across the Library, you click the Query HUD button beside the Library name.



Click the Query HUD button next to the Library name to search across the entire Library.

To search for images across the entire Library:

1. Select Library in the Projects panel.
2. Click the Query HUD button beside the Library name.
3. When the Query HUD appears, enter or select the search criteria you want.

   The results of your search appear in the Browser.

Tip: You can further refine the results of the Library search by clicking the Query HUD button beside the search field in the Browser. The Browser's Query HUD appears, and any search criteria you specify change the results you see in the Browser.

For information about entering search criteria in the Query HUD to perform different kinds of searches, see the sections about specifying search criteria that follow.

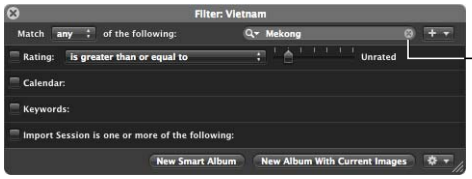
Searching by Image Name, Caption, or Other Text

You can search for images using any text that you've associated with an image. For example, you might search for images based on text in an image's caption or keywords, or in any other text entry. You can also search by multiple text entries.

To search for images by text:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.

3 In the Query HUD, enter the text you want to search for in the search field.



Enter the text you want to search for in this field.

You can enter multiple text items, separating them by commas. Aperture locates any images that have a match for all the text items.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

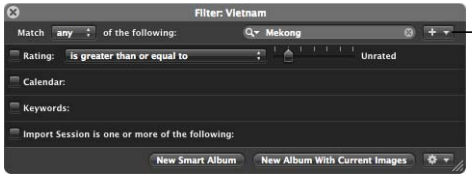
To search for images by multiple text entries:

1 In the Projects panel, select a project or an album you want to search.

2 Show the Query HUD by doing one of the following:

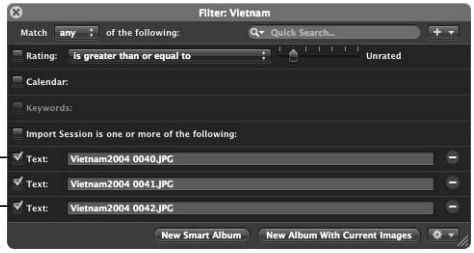
- Choose Edit > Find (or press Command-F).
- Click the Query HUD button beside the search field in the Browser.

3 In the Query HUD, add as many text fields as you need by choosing Text from the Add Filter pop-up menu multiple times.



Choose Text from the Add Filter pop-up menu.

4 Select the Text checkboxes and enter text in each field to locate the images you want.



Select the Text checkboxes and enter text in each text field you added.

5 Choose "any" from the Match pop-up menu to locate images that have matches for any of the text entries, or choose "all" to locate images that have matches for all of the text entries.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

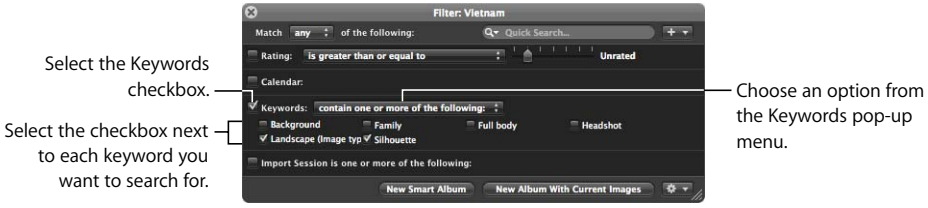
Searching by Keyword

You can search for and locate images by any of the keywords that you've assigned to them. You can select one or more keywords to search for. You can also specify which keywords an image must have to qualify as a match. For example, you can choose to search for images that have both *Silhouette* and *Landscape* as keywords, or images that have either *Silhouette* or *Landscape* as keywords.

To search for images by keyword:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, select the Keywords checkbox.

   Note: The Keywords checkbox is dimmed if no keywords have been applied to the images in the selected project or album.


Select the Keywords checkbox.
Select the checkbox next to each keyword you want to search for.
Filter: Vietnam
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords: contain one or more of the following:
Background
Family
Full body
Headshot
Landscape (Image typ
Silhouette
Import Session is one or more of the following:
New Smart Album
New Album With Current Images
Choose an option from the Keywords pop-up menu.

4. Choose an option from the Keywords pop-up menu:
   - *To display images that have any of the selected keywords:* Choose "contain one or more of the following."
   - *To display only those images that have all the keywords you selected:* Choose "contain all of the following."
5. Select the checkboxes next to the keywords you want to search for.
6. Choose "any" from the Match pop-up menu, if it's not already chosen.

You can also search for IPTC keywords using the IPTC search options. These options allow you to specify searches for specific IPTC fields in a variety of ways. For example, you can search for any images that don't have keywords assigned. For more information, see "Searching by IPTC Information" on page 259.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Searching by Date

You can search for and locate images by the date they were taken. For example, you might locate any images taken during a trip between May 16, 2005, and May 20, 2005. To search for images by date, you use the Calendar search options. When the calendar appears, any dates that appear in bold represent dates on which new photos were taken as registered in the EXIF data. You can select a date or several dates in the calendar to search for images taken on those dates. You can also specify a range of dates.

To search for images by date:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, select the Calendar checkbox.

4. Select the date or dates you want to search by.

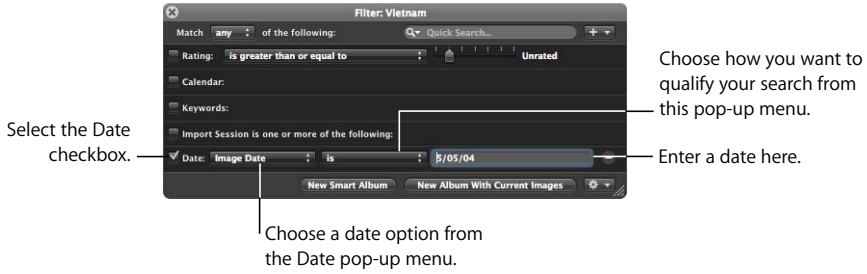
   Shift-click to select a range of continuous dates; Command-click to select multiple noncontinuous dates.
5. Choose "any" from the Match pop-up menu, if it's not already chosen.

   The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Images that you import from sources other than cameras and card readers, such as JPEG or TIFF files, may not have EXIF information associated with them. However, they typically have a creation date assigned to the file. You can use this creation date to locate images using the Date search options.

To search for images by creation date:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, choose Date from the Add Filter pop-up menu.
4. Select the Date checkbox, then choose a date option from the Date pop-up menu.
5. Choose an option from the middle pop-up menu to qualify your search.
6. Enter the date you want the search based upon.


Filter: Vietnam
Match any of the following:
Quick Search...
Rating: is greater than or equal to Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
Date: Image Date is 5/05/04
New Smart Album
New Album With Current Images
Select the Date checkbox.
Choose how you want to qualify your search from this pop-up menu.
Enter a date here.
Choose a date option from the Date pop-up menu.

If needed, you can add multiple Date options to specify the capture year, capture month, capture day, and so on.

7. Choose "any" from the Match pop-up menu, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

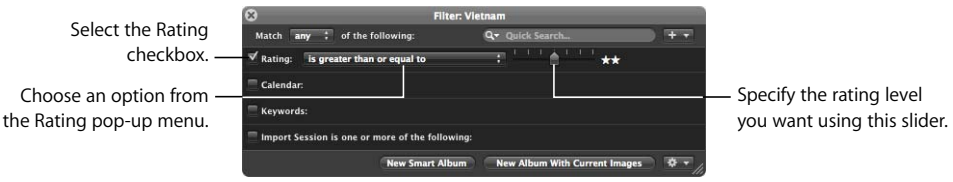
Searching by Rating

You can use the Query HUD to see all images with a certain rating. For example, you can search for all the images in a project that have a rating of five stars. You can show images with a specific rating, images rated at or below a specific rating, or images rated at or above a rating. Aperture is preset to hide images rated as rejected, showing only those that are unrated or better.

You can also search using multiple rating criteria by adding several rating search criteria options from the Add Filter pop-up menu. For example, you might create a search that locates images that have a rating of three stars or four stars only.

To search for images by rating:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, select the Rating checkbox.


Select the Rating checkbox.
Choose an option from the Rating pop-up menu.
Filter: Vietnam
Match any of the following:
Quick Search...
Rating:
is greater than or equal to
Calendar:
Keywords:
Import Session is one or more of the following:
New Smart Album
New Album With Current Images
Specify the rating level you want using this slider.

4. From the Rating pop-up menu, choose whether you want to search for images with a rating that is equal to, greater than or equal to, or less than or equal to the specified rating.
5. Specify the rating level by dragging the slider.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

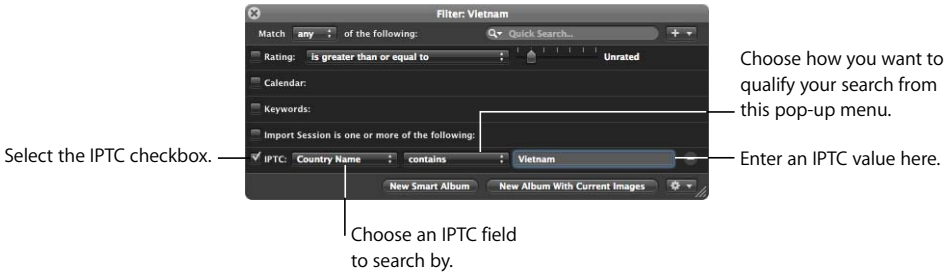
You can quickly display images with specific ratings using keyboard shortcuts. For more information, see "Keyboard Shortcuts for Displaying Images with Specific Ratings" on page 197.

Searching by IPTC Information

You can now search for and locate images using any IPTC information that you've assigned using enhanced search qualifiers. For example, you might locate any images that have IPTC keywords assigned to them. To search for images by IPTC information, you use the IPTC search options. For example, you can search for any image that doesn't have keywords applied by specifying a search that uses the keywords criteria and an "is empty" search qualifier.

To search for images by IPTC information:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, choose IPTC from the Add Filter pop-up menu.
4. Select the IPTC checkbox, then choose the IPTC field you want to search by from the IPTC pop-up menu.


Filter: Vietnam
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
IPTC: Country Name
contains
Vietnam
New Smart Album
New Album With Current Images
Choose how you want to qualify your search from this pop-up menu.
Enter an IPTC value here.
Select the IPTC checkbox.
Choose an IPTC field to search by.

5 Choose an option from the middle pop-up menu to qualify your search.

- Choose "contains" to specify characters that the IPTC field should contain somewhere within the field.
- Choose "does not contain" to specify characters that the IPTC field should not contain.
- Choose "is" to specify the exact characters that the IPTC field should contain.
- Choose "is not" to specify the exact characters that the IPTC field should not contain.
- Choose "starts with" to specify the characters that the IPTC field should begin with.
- Choose "ends with" to specify the characters that the IPTC field should end with.
- Choose "is empty" to specify that the IPTC field should hold no entry.
- Choose "is not empty" to specify that the IPTC field can be any entry as long as the field is not empty.

6 Enter an IPTC value you want to search by in the IPTC text field.

7 Choose "any" from the Match pop-up menu, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Searching by EXIF Information

You can search for and locate images using any EXIF information recorded by your camera for your images. For example, you might locate any images that were created with a certain camera or at a specific exposure. To search for images by EXIF information, you use the EXIF search options.

To search for images by EXIF information:

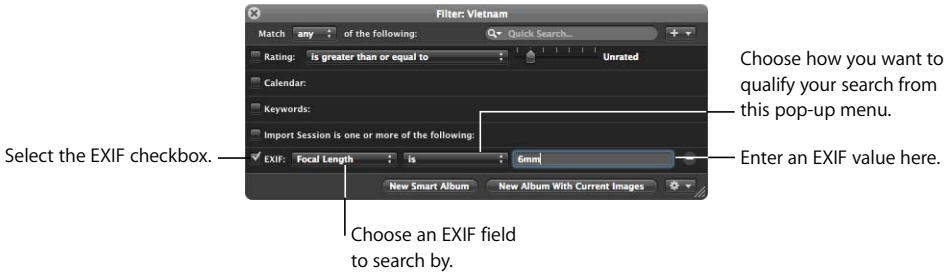
1 In the Projects panel, select a project or an album you want to search.

2 Show the Query HUD by doing one of the following:

- Choose Edit > Find (or press Command-F).
- Click the Query HUD button beside the search field in the Browser.

3 In the Query HUD, choose EXIF from the Add Filter pop-up menu.

4 Select the EXIF checkbox, then choose an EXIF field you want to search by from the EXIF pop-up menu.


Filter: Vietnam
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
EXIF: Focal Length
is
6mm
New Smart Album
New Album With Current Images
Choose how you want to qualify your search from this pop-up menu.
Select the EXIF checkbox.
Enter an EXIF value here.
Choose an EXIF field to search by.

5 Choose an option from the middle pop-up menu to qualify your search.

6 Enter the EXIF value you want to search by in the EXIF text field.

7 Choose "any" from the Match pop-up menu, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Searching by Import Session

At times, you may want to locate images that were imported at a specific time or date. Aperture keeps track of your import sessions and can identify images that were imported at the same time. To search for images based on their import session, you use the Import Session search options.

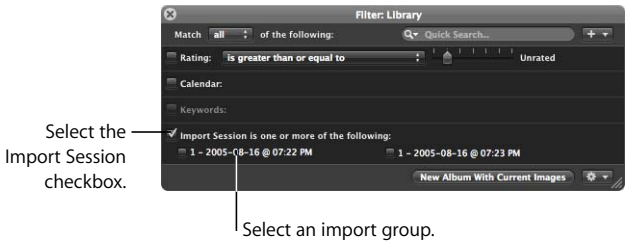
To search for images by import session:

1 In the Projects panel, select a project or an album you want to search.

2 Show the Query HUD by doing one of the following:

- Choose Edit > Find (or press Command-F).
- Click the Query HUD button beside the search field in the Browser.

3 In the Query HUD, select the Import Session checkbox and select the checkbox for the import group you want to search by.


Filter: Library
Match all of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
1 - 2005-08-16 @ 07:22 PM
1 - 2005-08-16 @ 07:23 PM
New Album With Current Images
Select the Import Session checkbox.
Select an import group.

4 Choose "any" from the Match pop-up menu, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Searching by File Status

You can also search for images using their file status. For example, you can search for images that are referenced images, managed images, and online or offline images.

To search for images by file status, you use the File Status search options.

To search for images by file status:

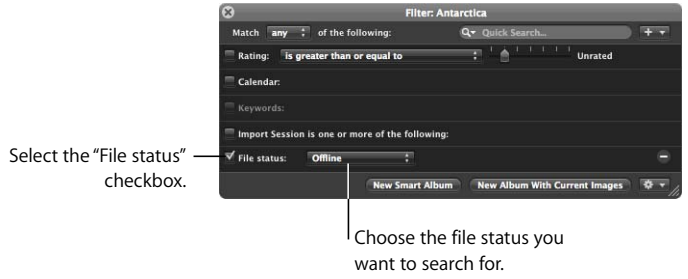
1 In the Projects panel, select a project or an album you want to search.

2 Show the Query HUD by doing one of the following:

- Choose Edit > Find (or press Command-F).
- Click the Query HUD button beside the search field in the Browser.

3 In the Query HUD, choose File Status from the Add Filter pop-up menu, and select the "File status" checkbox.

4 Deselect any checkboxes that aren't part of your query, and choose the search criteria from the File Status pop-up menu.


Filter: Antarctica
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
File status: Offline
New Smart Album
New Album With Current Images
Select the "File status" checkbox.
Choose the file status you want to search for.

5 Choose "any" from the Match pop-up menu, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Searching by Other Metadata

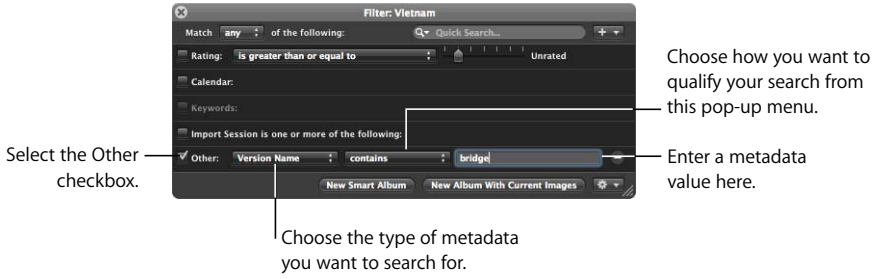
You can also search for images using the following kinds of metadata:

- Version name
- Aspect ratio
- Filename
- File size
- Master pixel size
- Orientation
- Camera time zone
- Picture time zone
- Stock ID number

To search for images by metadata other than IPTC or EXIF information, you use the Other Metadata search options.

To search for images by metadata:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, choose Other Metadata from the Add Filter pop-up menu.
4. Select the Other checkbox and specify the search criteria.


Filter: Vietnam
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
Other: Version Name contains bridge
New Smart Album
New Album With Current Images
Choose how you want to qualify your search from this pop-up menu.
Enter a metadata value here.
Select the Other checkbox.
Choose the type of metadata you want to search for.

5. Choose "any" from the Match pop-up menu, if it's not already chosen.

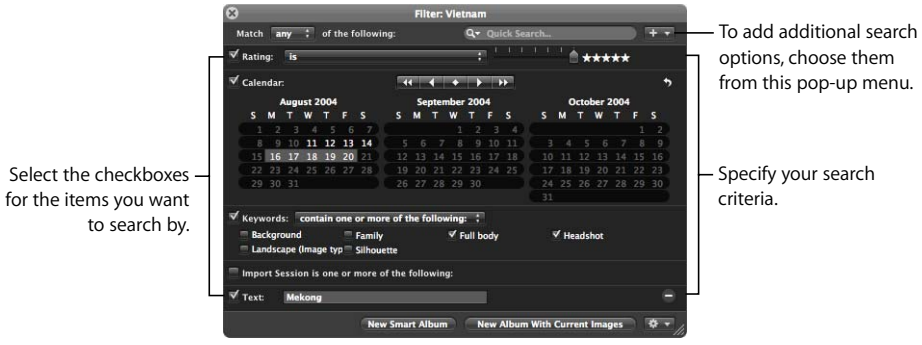
The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results" on page 265.

Searching by a Combination of Criteria

You can create complex combinations of search criteria in the Query HUD. For example, you could search for images that have certain keywords, and that were taken on a specific date. To create complex searches, you can add multiple search options using the Add Filter pop-up menu.

To search for images by a combination of search criteria:

1. In the Projects panel, select a project or an album you want to search.
2. Show the Query HUD by doing one of the following:
   - Choose Edit > Find (or press Command-F).
   - Click the Query HUD button beside the search field in the Browser.
3. In the Query HUD, choose the search options you want to add from the Add Filter pop-up menu.
4. Select the checkboxes beside the criteria you want to use and specify the search criteria.



5. Do one of the following:
   - *To specify that an image must match at least one of the criteria or keywords:* Choose "any" from the Match pop-up menu.
   - *To specify that an image must match all the criteria and keywords:* Choose "all" from the Match pop-up menu.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see the next section, "Saving Your Search Results."

Saving Your Search Results

When you perform a search using the Query HUD, you can choose to save your results in several ways. You can create a new Smart Album that locates images that match the search criteria. You can also save the search results themselves into a new album, Light Table album, book album, web gallery album, Smart Web Gallery Album, or web journal album.

To create a Smart Album based on the search criteria:

1. Use the Query HUD to search for images based on specified criteria.
2. In the Query HUD, click New Smart Album.

   A new, untitled Smart Album appears in the Projects panel.
3. Enter the name you want for the Smart Album, then press Return.

When you add images to a project or the Library that match the search criteria, they are automatically added to the Smart Album.

For more information, see Chapter 13, "Grouping Images with Smart Albums," on page 267.

To save your search results in an album:

1. Use the Query HUD to search for images based on specified criteria.
2. In the Query HUD, do one of the following:
   - *To create a new album:* Click New Album With Current Images, enter the name you want for the album, then press Return.
   - *To create a new Light Table, book, web gallery, Smart Web Gallery, or web journal album:* Choose the appropriate option from the Query HUD Action pop-up menu, enter the name you want for the album, then press Return.

All images that match the search criteria are placed in the new album you created.

Grouping Images with Smart Albums

13

When you need to group certain types of images, either temporarily or permanently, you can use a Smart Album to gather the images.

This chapter provides instructions for using the Aperture Smart Album feature. You can create a Smart Album and specify search criteria that identify the images you want, and Aperture will automatically search for and display them in the new album. Whenever an image meets the search criteria later, it's automatically added to the Smart Album.

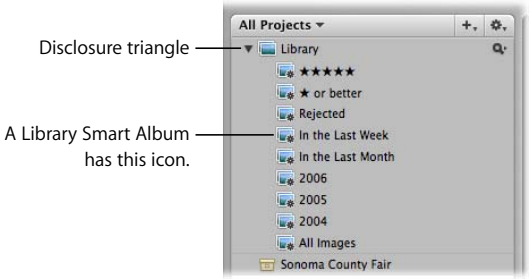
This chapter covers:

- An Overview of Smart Albums (p. 268)
- Collecting Images in a New Smart Album (p. 270)
- Searching Within a Smart Album (p. 271)
- Revising the Contents of a Smart Album (p. 272)
- Transferring Smart Album Images to Another Project or Album (p. 272)
- Deleting a Smart Album (p. 273)

An Overview of Smart Albums

Unlike a standard project into which you import images, a Smart Album's contents are controlled by the criteria you specify in the Smart Album's Query HUD. When you change a Smart Album's search criteria, the contents of the Smart Album change.

Aperture comes with a selection of Smart Albums set up in the Library for you. For example, there are Smart Albums that gather all your select images, all images taken in the last week, and all images taken in the last month. When you click the Library disclosure triangle, you see the list of Smart Albums created for you. Select a Smart Album to see its contents in the Browser.



You can also create your own Smart Albums. For example, suppose you want to create a Smart Album that includes the best images you took of a particular sports event. You select the project containing shots of the sports event, create a Smart Album, show the Query HUD, and search for images rated Select (five stars). All images with that rating immediately appear in the Smart Album.

You can also choose where to search for images—across the entire Library or within a specific project or folder. The scope of a Smart Album's search is determined when you create the album, and can't be changed afterward. For example, when you select the Library and create a Smart Album, the Smart Album searches across the entire Library. When you select a project, the Smart Album searches within that project. When you select a folder, the Smart Album searches the projects within the folder.

By instituting specific keyword schemes, you can create Smart Albums that are automatically updated with specific kinds of images.

For example, you might create Smart Albums that:

- Collect images of certain poses or subjects, such as head shots, images of particular models, or sports scenes
- Collect images based on business information, such as purchase date, payment, or amount due
- Collect images suitable for a specific purpose, such as for distribution on the web or submission to stock photography houses
- Gather the best images of your collection into a portfolio of poster images that you use to present or introduce your work
- Automatically gather a project's select images

As you complete projects throughout the year, Smart Albums are automatically updated with images that match their search criteria.

You might also use Smart Albums to explore different aspects of your photography. For example, you can create temporary collections of images based on technical data such as camera model, exposure, or lens type as you investigate technical influences on your images.

You can quickly create a Smart Album to review images and then delete it. Or, you can create Smart Albums that hold permanent and expanding collections of images. Using Smart Albums can become a handy way to relieve yourself from slow reviews of images that you are required to track periodically.

Collecting Images in a New Smart Album

You can collect images based on any of the information you can search for using the Query HUD. For example, you can create a Smart Album that gathers images based on a specific keyword or a combination of keywords, ratings, dates, or other metadata. You can narrow or broaden the Smart Album search criteria in the Query HUD at any time.

To create a Smart Album that searches across the entire Library:

1. Select Library in the Projects panel.
2. Do one of the following:
   - Choose File > New Smart > Album (or press Command-Shift-L).
   - Choose New Smart Album from the Add to Library pop-up menu in the Projects panel.
   - Click the New Smart Album button in the toolbar.

   A new, untitled Smart Album appears in the Projects panel.
3. Rename the Smart Album by entering the name you want.
4. In the Query HUD, specify the search criteria you want.

   For more information about using the Query HUD and specifying search criteria, see Chapter 12, "Searching for and Displaying Images," on page 247.
5. Click the Query HUD's close button.

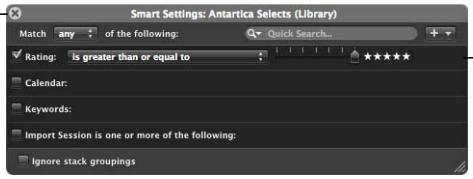
   Aperture finds the images matching the specified search criteria and displays them in the Browser. You can now work with these versions of your images in the same way you work with images in any project or album.

To create a Smart Album that searches only within one project:

1. Select the project in the Projects panel.
2. Do one of the following:
   - Choose File > New Smart > Album (or press Command-Shift-L).
   - Choose New Smart Album from the Add to Library pop-up menu in the Projects panel.
   - Click the New Smart Album button in the toolbar.

   A new, untitled Smart Album appears within the project.
3. Rename the Smart Album by entering the name you want.

4 In the Query HUD, specify the search criteria you want.

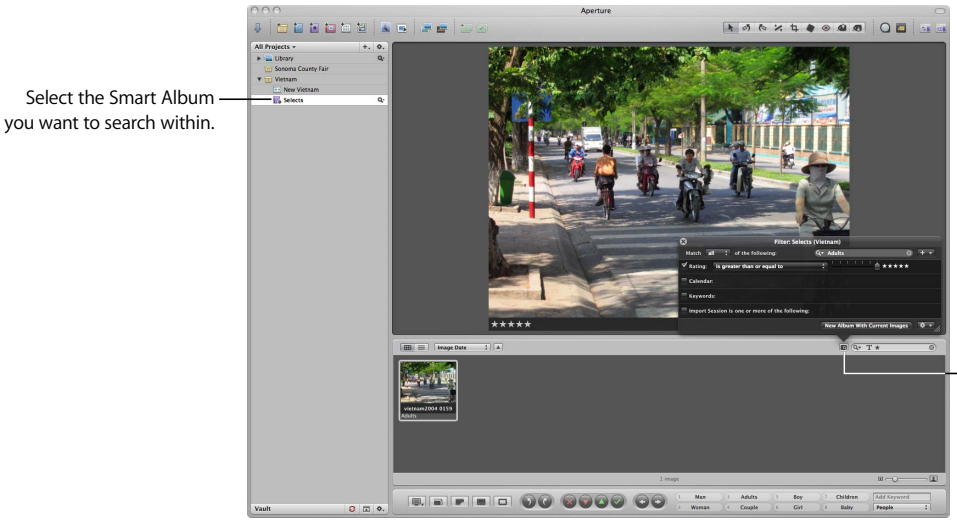

Close button
Smart Settings: Antartica Selects (Library)
Match any of the following:
Quick Search...
Rating: is greater than or equal to
Calendar:
Keywords:
Import Session is one or more of the following:
Ignore stack groupings
Specify the search criteria for images you want in the Smart Album.

For more information about using the Query HUD and specifying search criteria, see Chapter 12, "Searching for and Displaying Images," on page 247.

5 Click the Query HUD's close button.

Searching Within a Smart Album

After creating a Smart Album, you can search for specific images within the contents of the Smart Album.



To search within the contents of a Smart Album:

1 Show the Query HUD by clicking the Query HUD button in the Browser.

2 When the Query HUD appears, specify secondary search criteria to show specific images within the Smart Album.

To see the entire contents of the Smart Album again, delete the criteria in the Query HUD.

Revising the Contents of a Smart Album

To change the contents of a Smart Album, you change the search criteria for the Smart Album. You can manually select individual images and delete them, but the deletion removes both the version and the digital master file wherever it exists in the original project. Similarly, you cannot simply drag images into a Smart Album to add them.

If you decide that certain images should not be in a Smart Album, you can narrow the search criteria to exclude images. Aperture performs a new search and revises the Smart Album's contents. To remove an image from a Smart Album, you might also change the image so that it no longer matches the Smart Album's search criteria. For example, if a Smart Album gathers images rated five stars, changing an image's rating to four stars removes it from the Smart Album.

To change the contents of a Smart Album by changing the search criteria:

1. In the Projects panel, click the Query HUD button to the right of the Smart Album to show the Query HUD.
2. Revise the search criteria in the Query HUD to eliminate or add the images you want, or change the keyword or rating for the image itself.
3. Click the Query HUD's close button.

Transferring Smart Album Images to Another Project or Album

You can transfer images from a Smart Album to another project or album, including web gallery albums, web journal albums, and book albums. You transfer images by selecting the images in the Smart Album and dragging or copying them into another project or album.

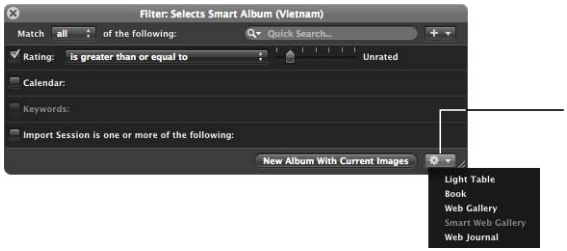
To transfer images from a Smart Album to another project or album:

1. Select a project or album to hold the images, or create a new project or album.
2. Select the Smart Album, then select the images you want.
3. Drag the images into the project or album you want.

You can also select the images in the Smart Album and have Aperture automatically create a new album to hold them.

To transfer images from a Smart Album to a new album:

1. Select the images you want in the Smart Album.
2. Click the Query HUD button in the Browser.
3. Click the New Album With Current Images button to create an album, or choose the type of album you want from the Query HUD Action pop-up menu in the bottom-right corner of the Query HUD.


Filter: Selects Smart Album (Vietnam)
Match all of the following:
Quick Search...
Rating: is greater than or equal to
Unrated
Calendar:
Keywords:
Import Session is one or more of the following:
New Album With Current Images
Light Table
Book
Web Gallery
Smart Web Gallery
Web Journal
Click the New Album with Current Images button, or choose a type of album from the Query HUD Action pop-up menu.

A new album is created, containing the images you selected.

Deleting a Smart Album

You can delete a Smart Album at any time, and none of the images gathered from the Library are deleted. If you've transferred images from a Smart Album to another album, the images in the other album are also not deleted when you delete the Smart Album.

To delete a Smart Album:

1. Select the Smart Album in the Projects panel.
2. Choose File > Delete Smart Album (or press Command-Delete).

Part III: Distribution and Backup

This section describes methods of printing, exporting, and publishing your images for viewing. It also provides information about setting up and maintaining your backup systems.

Chapter 14 Printing Your Images

Chapter 15 Exporting Your Images

Chapter 16 Creating Slideshow Presentations

Chapter 17 Using the Light Table

Chapter 18 Creating Webpages

Chapter 19 Creating Books

Chapter 20 Backing Up Your Images

Printing Your Images

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Aperture makes it easy to print high-resolution images. You can print single images, contact sheets, webpages, and books. You can also print images selected in the Light Table.

This chapter provides information about several methods for printing your images, including creating PDF files that you can easily transfer to clients for review.

This chapter covers:

- An Overview of Printing (p. 277)
- Controls in the Print Dialog (p. 279)
- Printing a Single Image (p. 281)
- Printing a Series of Images (p. 282)
- Printing a Contact Sheet or Series of Contact Sheets (p. 282)
- Printing a Book (p. 283)
- Printing a Light Table Arrangement (p. 284)
- Creating and Modifying Print Presets (p. 284)
- Proofing Your Images Onscreen (p. 286)
- Turning Off Color Management in Your Printer (p. 287)

An Overview of Printing

Aperture allows you to print your photos as high-resolution single images and multi-image contact sheets. You can also print books and Light Table arrangements created in Aperture. Aperture offers a variety of printing options, including using a standard or custom paper size and assigning a specific ColorSync profile.

The easiest way to print images is to use one of the Aperture print presets. Print presets, or groups of print settings, allow you to easily print your images without having to repeatedly change your settings. If the preconfigured presets don't meet your needs, you can create your own.

For example, if you regularly print both 8-by-10-inch and 11-by-14-inch photographs, you can create a print preset for each of these paper sizes. For photographers with multiple printers, such as a standard and wide-format inkjet printer, you can create print presets for each printer. Give the presets a name you'll remember, and next time you need to print, simply select the print preset that corresponds to your paper size or your printer type.

You can modify existing print presets, create new print presets, and delete print presets you no longer use. When changing your print presets, remember that modifying an existing preset deletes its original settings; creating a new preset, on the other hand, does not delete any existing settings.

Before you print your images, you can proof them onscreen using the onscreen proofing feature.

Printing Tips

Here are a few suggestions to help you with the printing process.

- *Use the highest-resolution image possible:* It's preferable to work with images imported directly from your camera. However, even images imported directly from your camera or card reader can be low-resolution, low-quality images. This is why it's important to shoot with the highest-resolution settings available on your camera. Compression settings applied during image capture may be apparent when you print. Consider shooting RAW files if the setting is available, and shoot at the highest bit depth possible.

  If you've imported an image that was reduced or compressed in another application, Aperture cannot increase the resolution of the file. In other words, Aperture cannot replace image information that was previously removed during the compression process. If possible, locate the original full-resolution image file, use the Lift and Stamp tools to apply the adjustments you've made to the low-resolution file, and print the higher-resolution image file.

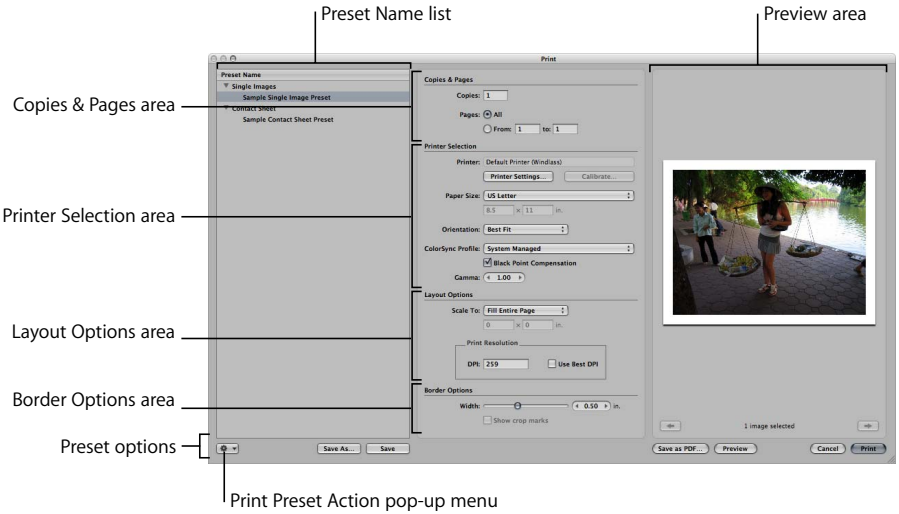
- *Color calibrate your Aperture system:* It's important to calibrate your display and printer so that your printed images look as much as possible like the images you see on the computer screen. For more information about color calibrating your Aperture system, see Appendix B, "Calibrating Your Aperture System," on page 423.

Controls in the Print Dialog

Whether you're printing a single high-resolution print, a series of contact sheets, or your latest travelogue book, you use the Print dialog to print your work.

To open the Print dialog:

- Select an image in the Browser, then choose File > Print Image (or press Command-P).



The Print dialog is divided into six areas.

Preset Name List

This column contains all presets, those that come with Aperture as well as new ones that you create.

- *Single Images:* Displays settings for printing a single image per page.
- *Contact Sheet:* Displays settings for printing a series of images on one or more pages.

Preset Options

- *Print Preset Action pop-up menu:* Use this pop-up menu to add new print presets and lock and unlock presets.
- *Save As button:* Click this button to save a copy of the preset.
- *Save button:* Click this button to save a preset with its current name.

Copies & Pages

- *Copies field:* Enter the number of copies of the image to print.
- *Pages buttons and fields:* Print the entire selection of images or a reduced set.

Printer Selection

- *Printer field:* Displays the printer that will print the images.
- *Printer Settings button:* Click this button to choose a printer and adjust its settings. If you are using an ICC profile for your printer and paper choice, click this button and choose Color Management from the third pop-up menu from the top of the dialog, then select No Color Adjustment to turn off system-level color management. Aperture can then control color management using an ICC profile selected for your printer and paper.
- *Paper Size pop-up menu:* Choose a paper size from the list of available sizes.
- *Orientation pop-up menu:* Choose landscape or portrait orientation, or Best Fit. Best Fit automatically orients your image to the page and is usually a good choice for printing single images, but may not provide good results for contact sheets.
- *ColorSync Profile pop-up menu:* Choose a printer profile to use when printing.
- *Black Point Compensation checkbox:* Select this checkbox to scale the black and white luminance values to the selected ColorSync profile. This option compensates for the difference between the way black images are saturated on a computer screen compared to the way black ink is saturated on a print. Turning on black point compensation can prevent shadows from appearing as solid black.
- *Gamma value slider:* Specify a gamma setting to adjust the brightness of the printed image so that it matches the display's output as closely as possible. Because displays illuminate images, images shown on a display screen tend to appear more luminous than when printed. Increasing the gamma value can compensate for this difference. A typical setting ranges between 1.1 and 1.2.

Layout Options

- *Scale To pop-up menu:* When you select a single-image preset, you can use this pop-up menu to choose whether to fit your image to the selected paper size, print a specific image size, or print a custom image size. Fit Entire Image scales the image to be as large as possible for the paper size without cropping the image. Fill Page makes the image fit the entire page, cropping the image if necessary. Custom allows you to specify the image dimensions you'd like.
- *"Number of pages" and "Number of columns and rows" buttons:* When you select a contact sheet preset, select one of these options to specify the number of pages that you want the printed images to occupy, or the number of rows and columns of images on the page.
- *Metadata pop-up menu:* When you select a contact sheet preset, choose a metadata view to specify the metadata you want printed with your images.
- *Font Size pop-up menu:* When you select a contact sheet preset, choose the font size of the metadata that will be printed.
- *Print Resolution:* Type the dot-per-inch (dpi) resolution at which you want to print your image in the DPI field. You can also select the Use Best DPI checkbox to allow Aperture to calculate the best print resolution for the images for the selected printer.

Border Options

- *Width controls:* Drag the slider, or enter a value in the value slider, to reduce the size of the image in order to create a white border around the image.
- *Show crop marks checkbox:* Select this checkbox to print a cut line.

Preview Area

This area shows how the image or images will print on the selected paper size. If there is more than one page, you can use the Previous Image and Next Image buttons to navigate through the pages.

- *Save as PDF button:* Click this button to create a PDF.
- *Preview button:* Click this button to view a PDF version of your print request in Preview.
- *Cancel button:* Click this button to close the Print dialog.
- *Print button:* Click this button to send your print job to the printer.

If Aperture Does Not Recognize Your Printer

If your printer does not appear in the Printer pop-up menu when you click the Printer Settings button, visit your printer manufacturer's website and download the latest drivers.

Printing a Single Image

When you want to print a single image on a single sheet of paper, you use a single-image preset.

To print a single image:

1. In the Browser, select an image.
2. Choose File > Print Image (or press Command-P).
3. In the Print dialog, select a single-image preset in the Preset Name list.
4. After you've verified that all the settings in the Print dialog are correct, click Print.

Printing a Series of Images

You can print multiple images at once, each on its own sheet of paper.

To print a series of images:

1. In the Browser, select the images you want to print.

   For more information, see "Navigating Through and Selecting Images" on page 122.

2. Choose File > Print Images (or press Command-P).
3. In the Print dialog, select a single-image preset in the Preset Name list.
4. After you've verified that all the settings in the Print dialog are correct, click Print.

   Your images are printed, one image per page.

Printing a Contact Sheet or Series of Contact Sheets

You can print contact sheets of your images, and Aperture does all the layout work for you. All you have to do is select the number of pages or columns; Aperture adjusts the size of the images based on your Layout Options settings.

To print contact sheets:

1. In the Browser, select the images you want to print.
2. Choose File > Print Images (or press Command-P).
3. In the Print dialog, specify the following settings:
   - Select a contact sheet preset in the Preset Name list.
   - Make sure the settings in the Printer Selection area are correct, such as paper size and ColorSync profile.
   - In the Layout Options area, specify the number of pages or the number of columns and rows as a basis for laying out the contact sheets.

     Aperture automatically adjusts the size of images based on your Layout Options settings. The size of the images on the contact sheet is based on whether or not you choose to constrain the images within a specific number of pages. The fewer pages selected, the smaller the images. Similarly, if you specify the number of columns and rows on the page, the more columns and rows, the smaller the images.
   - Verify the layout of your contact sheet in the preview area.
   - For printers incapable of printing full bleeds, select the "Show crop marks" checkbox in the Border Options area.
4. After you've verified that all the settings in the Print dialog are correct, click Print.

   Your contact sheet is printed.

Printing a Book

You can print a book to check the final format and look of it before having it printed by a professional printer, ordering a printed copy online, or distributing copies to others.

To print a book:

1. Select a book album in the Projects panel.

   The book appears in the Book Layout Editor.

2. Choose File > Print Book (or press Command-Option-P).

3. In the Print dialog, specify the following settings:

   - Select a book preset in the Preset Name list.

     Note: The Mini-Size Book preset should be selected only for books created using the Mini book size. This preset selects a paper size appropriate for a mini-size book. Full-size book layouts may print with images cut off or missing when the Mini-Size Book preset is selected.

   - Make sure the settings in the Printer Selection area are correct, such as paper size and ColorSync profile.
   - Verify the layout of your book in the preview area.

4. Click Print.

   Your book is printed.

   You can also create a PDF file of a book to store an electronic copy for use at another time or to send to others.

To create a PDF file of a book:

1. In the Projects panel, select a book album.
2. Choose File > Print Book (or press Command-Option-P).
3. In the Print dialog, click the Save as PDF button.
4. Enter a name for the PDF file and choose a location to save the file, then click Save.

Printing a Light Table Arrangement

You can print an arrangement of images in the Light Table.

To print a Light Table arrangement:

1. Select a Light Table album in the Projects panel.

   The Light Table appears above the Browser.

2. Do one of the following:

   - *To print selected images:* Select the images you want to print in the Light Table.
   - *To print the entire Light Table arrangement:* Deselect all images in the Light Table by clicking the background.

3. Choose File > Print Light Table (or press Command-Option-P).

4. In the Print dialog, specify the following settings:

   - Select a Light Table preset in the Preset Name list.
   - Make sure the settings in the Printer Selection area are correct, such as paper size and ColorSync profile.

5. After you've verified that all the settings in the Print dialog are correct, click Print.

   Your Light Table arrangement is printed.

Creating and Modifying Print Presets

After examining a selected preset's print settings, you may want to change certain settings. You can do this by modifying an existing print preset, creating a new, undefined print preset, or duplicating an existing print preset and making changes to it.

Creating a New Print Preset

In almost all situations, it's better to create a new print preset than to modify an existing one. You can easily create a new print preset based on any existing print preset. Creating a new print preset does not modify or delete any existing print preset settings.

To create a new print preset:

1. Choose File > Print Images (or press Command-P).

   The Print dialog appears.

2. Choose a print preset category from the Print Preset Action pop-up menu at the bottom-left side of the dialog.

   A new preset appears in the Preset Name list.

3. Enter a new name for the preset.

4. Change the print settings as required, then click OK.

   You can now select this preset whenever you need to use these print settings.

Modifying an Existing Print Preset

Any existing print preset can be changed, either temporarily or permanently. If you change a preset's settings without saving it, the preset will revert to its original settings after the print job is processed. If you save the modified settings, the preset will retain the setting changes.

To modify an existing print preset:

1. Choose File > Print Images (or press Command-P).

   The Print dialog appears.

2. Select a print preset, then modify it as appropriate.

   Changing an existing preset's settings activates the Save button.

3. When you're ready to save the preset, click Save.

   The print preset is saved with its new settings.

Duplicating a Print Preset

If you frequently use the majority of a specific print preset's settings, changing one or two items such as the type of printer or the paper size, it's more convenient to duplicate the preset with the print settings you need than to create a new one. For example, if you plan to frequently print 8-by-10-inch and 11-by-14-inch prints on the same printer, you can create a preset for 8-by-10-inch prints with the appropriate settings, duplicate the preset with its settings, and then change the paper size. Then name one preset 8 x 10 and the other 11 x 14. After that, you simply select the preset for the image size you plan to print, and click Print.

To copy a new print preset:

1. Choose File > Print Images (or press Command-P).

   The Print dialog appears.

2. Select a print preset to duplicate, then choose Duplicate from the Print Preset Action pop-up menu at the bottom-left side of the dialog.

   A new duplicate preset, based on the currently selected print preset, appears in the Preset Name list.

3. Enter a new name for the preset.

4. Change the print settings as required, then click OK.

   You can now select this preset whenever you need to use these print settings.

Locking Print Presets

If you worry that you may inadvertently modify your print presets, you can lock them.

To lock or unlock a print preset:

- In the Print dialog, select the preset, then choose Lock or Unlock from the Print Preset Action pop-up menu at the bottom-left side of the dialog.

When a preset is locked, a lock icon appears to the right of the preset name.

Deleting a Print Preset

You can delete a print preset that you no longer use.

To delete a print preset:

- In the Print dialog, select the preset, then choose Delete from the Print Preset Action pop-up menu at the bottom-left side of the dialog.

The preset is deleted from the Preset Name list.

Proofing Your Images Onscreen

Your printer, paper type, and color profile all affect the way your images are printed. Onscreen proofing allows you to proof the color in your images onscreen, before you print them.

To use onscreen proofing, choose the proofing profile that most closely matches the characteristics of the final output device, and then turn on onscreen proofing.

To choose a proofing profile:

- Choose View > Proofing Profile, then choose the profile you want from the submenu.

To turn onscreen proofing on or off:

- Choose View > Onscreen Proofing (or press Shift-Option-P).

When onscreen proofing is on, a checkmark appears beside the option in the View menu.

For more information about using the Aperture onscreen proofing feature, see "Setting Up the Viewer for Onscreen Proofing" on page 156.

For more information about ColorSync profiles and color calibrating your computer, see Appendix B, "Calibrating Your Aperture System," on page 423.

Turning Off Color Management in Your Printer

For best results, you should turn off color management in your printer when printing an image using Aperture. By default, most printers are set to convert the image to the printer's color space. However, Aperture is designed to perform this conversion internally. Each printer manufacturer creates its own print dialog. This means the setting for turning off color management in your printer varies depending upon the manufacturer of your printer and the printer model.

Note: If you have multiple printers connected to your computer, you must create a print preset and turn off color management for each printer.

The following is a set of example tasks for turning off color management in Epson R2400, Canon i9100, and HP Photosmart 8700 series printers.

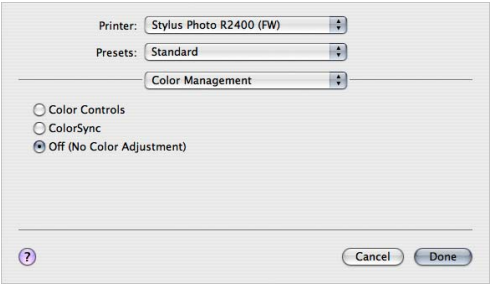
To turn off color management in an Epson R2400 printer:

1. In Aperture, choose File > Print (or press Command-P).

   The Print dialog appears.

2. Click the Printer Settings button.

3. In the dialog that appears, choose Color Management from the third pop-up menu from the top of the dialog, and select Off (No Color Adjustment).



4. Make sure the other printer settings are correct, then click Done.

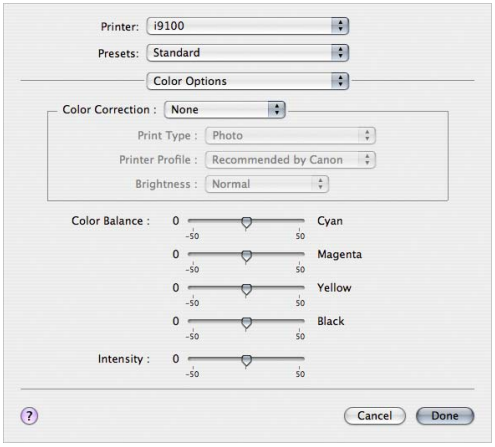
To turn off color management in a Canon i9100 printer:

1. In Aperture, choose File > Print (or press Command-P).

   The Print dialog appears.

2. Click the Printer Settings button.

3. In the dialog that appears, choose Color Options from the third pop-up menu from the top of the dialog, and choose None from the Color Correction pop-up menu.



4. Make sure the other printer settings are correct, then click Done.

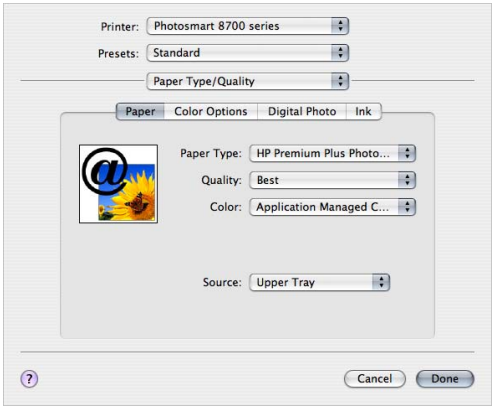
To turn off color management in an HP Photosmart 8700 series printer:

1. In Aperture, choose File > Print (or press Command-P).

   The Print dialog appears.

2. Click the Printer Settings button.

3. In the dialog that appears, choose Paper Type/Quality from the third pop-up menu from the top of the dialog, click the Paper button, then choose Application Managed Color from the Color pop-up menu.



4. Make sure the other printer settings are correct, then click Done.

Exporting Your Images

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After you've finished working on your images, you can use Aperture to export them as files. You can export these files to another application, send them to a printing service or to your clients, or publish them on the web.

This chapter provides information about exporting your images in several formats, including JPEG, TIFF, PNG, and PSD file formats. During export you can rename, resize, and adjust images and include EXIF information, IPTC information, or other metadata. You can also apply ColorSync profiles and watermarks to files you export.

This chapter covers:

- An Overview of Exporting Images (p. 292)
- Exporting Copies of Digital Master Files (p. 293)
- Exporting Image Versions (p. 296)
- Working with Export Presets (p. 306)

An Overview of Exporting Images

Using Aperture, you can export copies of digital master files, as well as versions that you've created. When you export versions, you can export them in JPEG, TIFF, PNG, and PSD file formats.

At export, you can rename files, resize and adjust images, and include metadata such as EXIF information, IPTC information, and keywords. You can also apply ColorSync profiles and watermarks to the versions you're exporting. You can export separate lists of metadata for selected images as a file. You can also export digital master files with IPTC data stored in XMP sidecar files that can be used in other applications, such as Adobe Photoshop.

Before exporting your images to another application, a printing service, a client, or a website, you need to know what file types the receiver can use. You should also check with the receiver about other important information, including file size limitations, required image dimensions, and naming conventions. The key to successful file transfer is anticipating—and avoiding—anything that can prevent the receiver from opening your files.

The easiest way to export images is to use one of the Aperture export presets. Presets, or groups of export settings, allow you to easily export your images. If the presets included with Aperture don't meet your needs, you can create your own.

For example, if you regularly send groups of photos to a stock photography house and a printer, you can create an export preset for each destination. For the stock photography house, you can include the keywords and metadata you've embedded in your images, including usage marks. For the printing service, you can specify the image size and limit the file size. Give the presets a name you'll remember, and next time you need to send images to either destination, simply select the correct export preset.

You can also modify existing export presets and delete export presets you no longer use.

Exporting Images to an External Editor

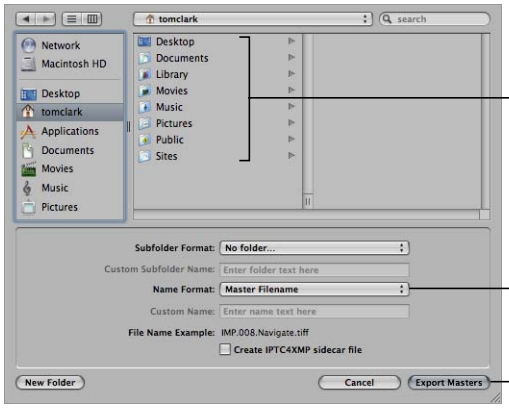
Aperture provides an easy way to transfer images to another application for changes and then bring the revised images back into Aperture. You can specify an application as an external editor in the Preferences window. For example, if your image editing sometimes requires one or more of the specialized tools available in Adobe Photoshop, you can select Photoshop as your external editor. You can then select an image and choose Images > Open With External Editor. Aperture makes a new version of your image and opens it in Adobe Photoshop. After you make your changes and save the image, the revised version automatically reappears in Aperture. The external editor doesn't change the original digital master file. For more information, see *Performing Image Adjustments* in the Aperture Help menu.

Exporting Copies of Digital Master Files

When you export master files, duplicates of the files that were imported from your camera or other source are created; no adjustments, file modifications, or any other changes are exported with the file.

To export copies of digital master files:

1. Select an image or images in the Browser.
2. Choose File > Export > Export Masters (or press Command-Shift-S).
3. Navigate to the location where you want the exported files placed.



4. Do one of the following:
   - Choose "No folder" from the Subfolder Format pop-up menu to specify that the files be stored as separate individual files in the selected folder.
   - To specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names, choose a folder preset from the Subfolder Format pop-up menu. For more information about specifying folders to hold your exported images, see "Exporting Master Files into Folders in the Finder" on page 294.
   - Enter a custom folder name in the Custom Subfolder Name field.
5. Choose a name format for your master files from the Name Format pop-up menu.

   For more information about selecting and setting up filenaming formats, see "Creating Custom Name Formats" on page 107. Aperture shows an example of the selected name format in the dialog.
6. To export the digital master file with an XMP sidecar file that contains the image's IPTC metadata, select the "Create IPTC4XMP sidecar file" checkbox.
7. When you're ready to export your files, click Export Masters.

   Copies of the digital master files for the selected images are exported to the location you specified.

Exporting Master Files into Folders in the Finder

When you export master files, you can have Aperture place the files individually into a selected folder, or create subfolders to hold the files. For example, you might have the exported files placed in subfolders identified by date. You can create folder formats that you can quickly choose to select the folder structure you want.

To create a folder name format, you select the name elements you want in the Folder Naming Presets dialog. You can compose subfolder formats that combine the following name elements:

- Version Name
- Master Filename
- Sequence Number (1 of 3, 2 of 3, 3 of 3)
- Image Year
- Image Month
- Image Day
- Image Date
- Image Time
- Index Number (1, 2, 3)
- Custom Name
- Counter (001, 002, 003)
- Current Date
- Current Time
- Current Year
- Current Month
- Current Day
- Folder Name
- Project Name

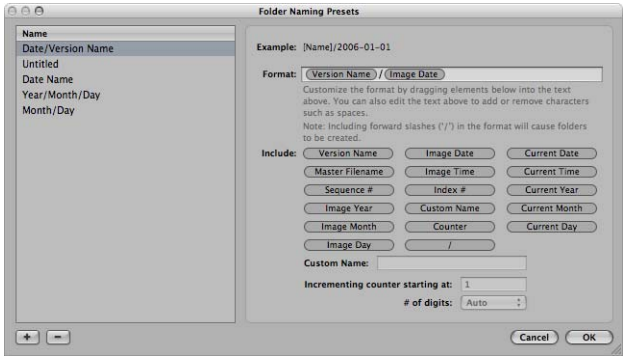
You can specify a combination of name elements to create the custom folder names you want.

You can also create a hierarchy of folders within folders. For example, you can specify that Aperture place your images in a subfolder named Date, and within that folder you can create subfolders identified by the time the image was taken. To create the folder name format, you drag the elements you want into the Format field and drag the forward slash element between the elements where a subfolder should be created.

To create a folder name format:

1. In the Export dialog, choose Edit from the Subfolder Format pop-up menu.

   The Folder Naming Presets dialog appears.



2. Click the Add (+) button to create a new folder name format, or select the preset folder name format you want to change.
3. Drag the name elements you want into the Format field in the order you want them.
4. Drag a forward slash between the elements where you want subfolders created.
5. Enter a custom name in the Custom Name field, if you want.
6. Click OK.

   Your new folder name format now appears in the Subfolder Format pop-up menu.

   When using a counter in your folder name format, you can specify the starting number and the number of digits, from one to six digits, that appear in the counter. When you use a folder name format with a counter, make sure to reset the initial starting number, if necessary. Otherwise, on the next export Aperture will continue numbering the folders containing the exported images starting from the last number of the previous export.

To reset the starting number of a counter in a folder name format:

- In the Folder Naming Presets dialog, type 0 (zero) in the "Incrementing counter starting at" field.

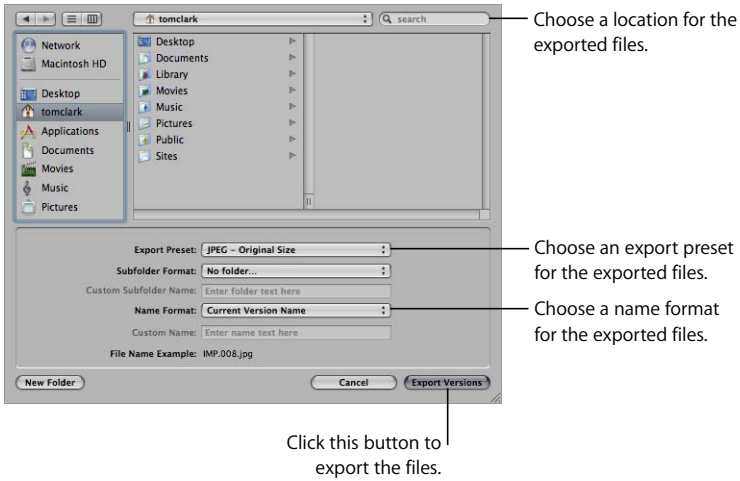
Exporting Image Versions

You can export image versions that you've created in Aperture. For example, you might make adjustments to images for a specific purpose and then export them for use in another application. You can also rename images when exporting them, make minor adjustments on export, add watermarks, and export images with metadata. You can also quickly export images to your email application to send them to others.

When you export image versions, you can specify settings for the exported files, such as format, size, and filename.

To export versions of images:

1. Select an image or images in the Browser.
2. Choose File > Export > Export Versions (or press Command-Shift-E).
3. Navigate to the location where you want the exported images placed.



4. Choose an export preset from the Export Preset pop-up menu.
5. Do one of the following:
   - Choose "No folder" from the Subfolder Format pop-up menu to specify that the files be stored as separate individual files in the selected folder.
   - To specify that Aperture create and store your files in a hierarchy of subfolders with specific folder names, choose a folder preset from the Export Subfolder pop-up menu. For more information about specifying folders to hold your exported images, see "Exporting Master Files into Folders in the Finder" on page 294.

6 Choose a name format for your files from the Name Format pop-up menu.

7 When you're ready to export files, click Export Versions.

The dialog shows the progress of the export. The images you selected are exported to the location you specified.

Setting Image Resolution When Exporting

You can set the image resolution you want for exported images in the Export Presets dialog in two ways: by specifying a dpi setting or by specifying image dimensions (in inches). First you select an export preset in the Export Presets dialog, and then you specify the resolution you want used with that preset. When exporting images, you choose the export preset that has the resolution setting you want.

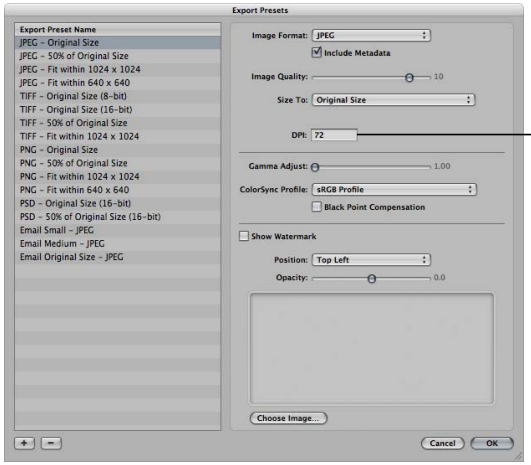
To specify the dpi setting for exported images in an export preset:

1 Select the image or images you want to export.

2 Choose File > Export > Export Version (or press Command-Shift-E).

3 Navigate to the location where you want the exported images placed.

4 Choose Edit from the Export Preset pop-up menu.


Export Presets
Export Preset Name
JPEG – Original Size
JPEG – 50% of Original Size
JPEG – Fit within 1024 x 1024
JPEG – Fit within 640 x 640
TIFF – Original Size (8-bit)
TIFF – Original Size (16-bit)
TIFF – 50% of Original Size
TIFF – Fit within 1024 x 1024
PNG – Original Size
PNG – 50% of Original Size
PNG – Fit within 1024 x 1024
PNG – Fit within 640 x 640
PSD – Original Size (16-bit)
PSD – 50% of Original Size (16-bit)
Email Small – JPEG
Email Medium – JPEG
Email Original Size – JPEG
Image Format: JPEG
Include Metadata
Image Quality: 10
Size To: Original Size
DPI: 72
Gamma Adjust: 1.00
ColorSync Profile: sRGB Profile
Black Point Compensation
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK

Enter a dpi setting for exported images here.

The Export Presets dialog appears.

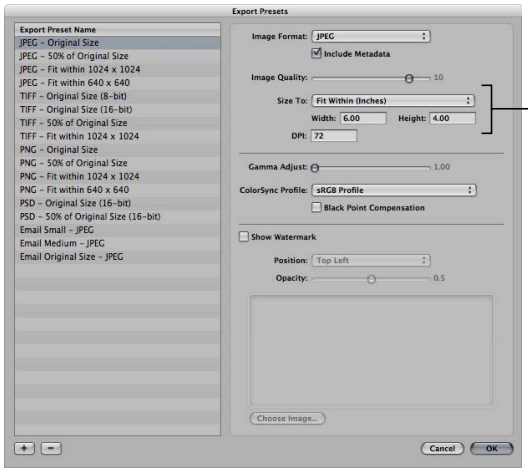
5 Select an export preset, then enter the dpi setting you want.

6 Specify additional settings as necessary, then click OK.

7 Choose a name format from the Export Name Format pop-up menu, then click Export.

To export images constrained to a size in inches:

1. Select the image or images you want to export.
2. Choose File > Export > Export Version (or press Command-Shift-E).
3. Navigate to the location where you want the exported images placed.
4. Choose Edit from the Export Preset pop-up menu.


Export Presets
Export Preset Name
JPEG – Original Size
JPEG – 50% of Original Size
JPEG – Fit within 1024 x 1024
JPEG – Fit within 640 x 640
TIFF – Original Size (8-bit)
TIFF – Original Size (16-bit)
TIFF – 50% of Original Size
TIFF – Fit within 1024 x 1024
PNG – Original Size
PNG – 50% of Original Size
PNG – Fit within 1024 x 1024
PNG – Fit within 640 x 640
PSD – Original Size (16-bit)
PSD – 50% of Original Size (16-bit)
Email Small – JPEG
Email Medium – JPEG
Email Original Size – JPEG
Image Format: JPEG
Include Metadata
Image Quality: 10
Size To: Fit Within (Inches)
Width: 6.00
Height: 4.00
DPI: 72
Gamma Adjust: 1.00
ColorSync Profile: sRGB Profile
Black Point Compensation
Show Watermark
Position: Top Left
Opacity: 0.5
Choose Image...
Cancel
OK

Choose Fit Within (Inches) and enter the width and height values here.

The Export Presets dialog appears.

5. Select an export preset.
6. Choose Fit Within (Inches) from the Size To pop-up menu, and specify the size of the image by entering values in the Width and Height fields.
7. Specify additional settings as necessary, then click OK.
8. Choose a name format from the Export Name Format pop-up menu, then click Export.

Renaming Images at Export

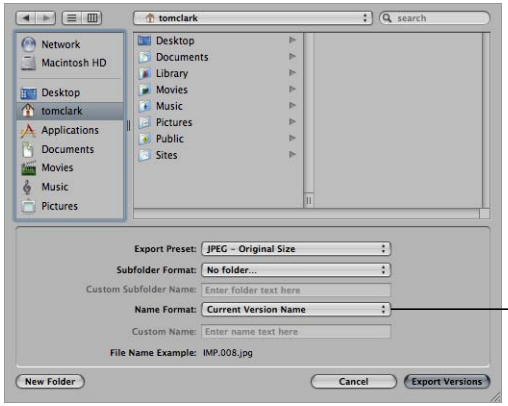
When you export selects from a large group of images, the exported files often have nonsequential names. You can rename your images at export, giving them more meaningful names.

For example, suppose you want to export images LA 031, LA 441, LA 686, and LA 894 from image group LA 001 to LA 1061. You can use the Custom Name with Index name format to rename your images LA 1, LA 2, and so on.

To rename images at export:

1. Select the image or images you want to export.
2. Choose File > Export > Export Version (or press Command-Shift-E).
3. Navigate to the location where you want the exported images placed.

4 Choose a name format from the Export Name Format pop-up menu.



Choose a name format here; if you choose a Custom Name format, enter the name in the field below.

If you choose a Custom Name format, enter your custom name in the Custom Name field.

5 When you're ready to export files, click Export.

The files are exported with the name format you specified.

If none of the preset name formats meet your needs, you can create a new name format.

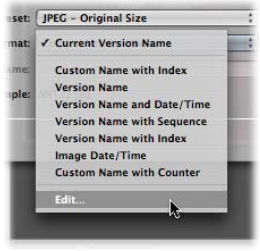
For example, you could create a name format that uses a custom name, the index number, and the date.

To create a new name format:

1 Select an image in the Browser.

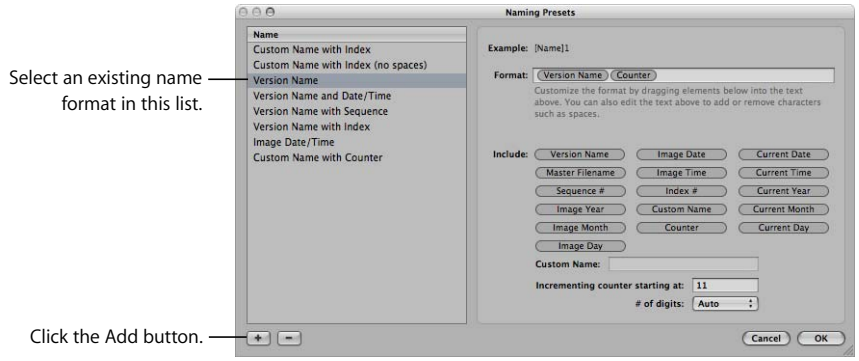
2 Choose File > Export > Export Version (or press Command-Shift-E).

3 Choose Edit from the Export Name Format pop-up menu.



The Naming Presets dialog appears.

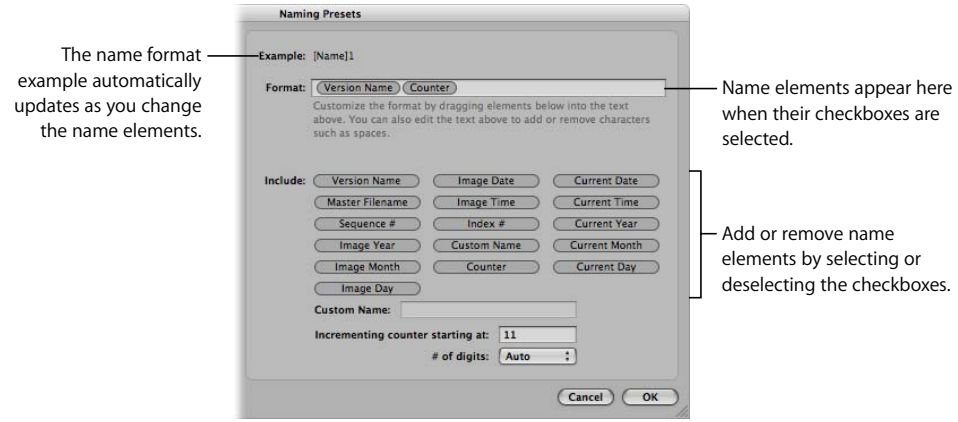
4 In the Name list, select an existing name format on which to base the new name format, then click the Add (+) button.


Select an existing name format in this list.
Click the Add button.
Naming Presets
Name
Custom Name with Index
Custom Name with Index (no spaces)
Version Name
Version Name and Date/Time
Version Name with Sequence
Version Name with Index
Image Date/Time
Custom Name with Counter
Example: [Name]1
Format: Version Name Counter
Customize the format by dragging elements below into the text above. You can also edit the text above to add or remove characters such as spaces.
Include: Version Name Image Date Current Date
Master Filename Image Time Current Time
Sequence # Index # Current Year
Image Year Custom Name Current Month
Image Month Counter Current Day
Image Day
Custom Name:
Incrementing counter starting at: 11
# of digits: Auto
Cancel OK

A copy of the selected name format is created.

5 Rename the new name format.

6 Add or remove name elements by dragging the elements where you want them and, when appropriate, entering relevant naming information in the fields provided. You can also enter characters directly in the Format field.


The name format example automatically updates as you change the name elements.
Name elements appear here when their checkboxes are selected.
Add or remove name elements by selecting or deselecting the checkboxes.
Naming Presets
Example: [Name]1
Format: Version Name Counter
Customize the format by dragging elements below into the text above. You can also edit the text above to add or remove characters such as spaces.
Include: Version Name Image Date Current Date
Master Filename Image Time Current Time
Sequence # Index # Current Year
Image Year Custom Name Current Month
Image Month Counter Current Day
Image Day
Custom Name:
Incrementing counter starting at: 11
# of digits: Auto
Cancel OK

As you select or deselect name elements, the Example field automatically updates.

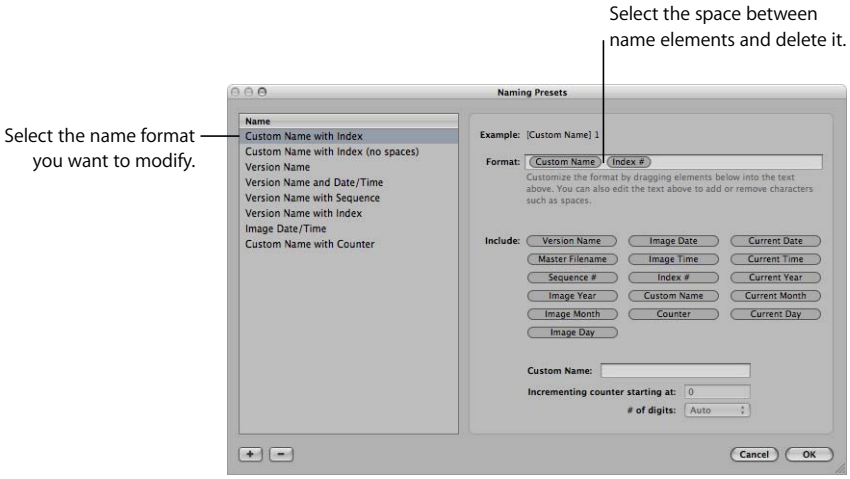
7 When you're satisfied with the new name format, click OK.

The new name format appears in the Export Name Format pop-up menu.

When exporting images for specific uses, such as for use on websites, you may need to use filenames without spaces so that they are compatible with the intended application or website. Aperture adds spaces to filenames depending on the name format you use. You can easily modify name formats to remove spaces from filenames.

To modify a name format to remove spaces:

1. Choose Aperture > Presets > File Naming.
2. In the Naming Presets dialog, select the preset name format you want to modify.



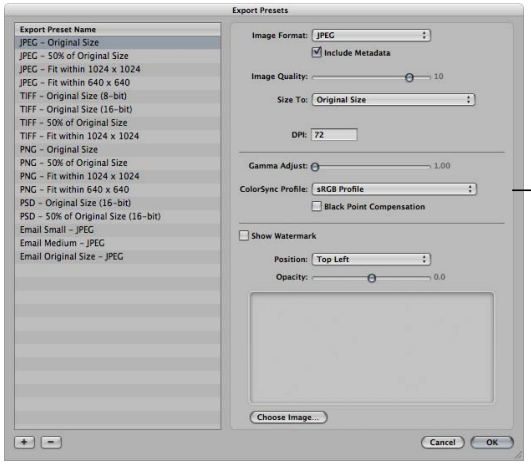
3. In the Format field, select and delete the spaces or characters between the name elements.

   If you wish, you can also add spaces or characters between name elements.
4. Click OK.

Adjusting Images at Export

You can also apply final adjustments to images at export by choosing ColorSync profiles, setting gamma adjustment, and applying black point compensation. Because these adjustments are applied at export, your Aperture image versions and master files are not changed. Only exported files receive image adjustments applied with an export preset.

To adjust images at export, you create a new export preset in the Export Presets dialog, and then adjust the Image Quality, Gamma Adjust, ColorSync Profile, and Black Point Compensation settings as appropriate.


Export Presets
Export Preset Name
JPEG – Original Size
JPEG – 50% of Original Size
JPEG – Fit within 1024 x 1024
JPEG – Fit within 640 x 640
TIFF – Original Size (8-bit)
TIFF – Original Size (16-bit)
TIFF – 50% of Original Size
TIFF – Fit within 1024 x 1024
PNG – Original Size
PNG – 50% of Original Size
PNG – Fit within 1024 x 1024
PNG – Fit within 640 x 640
PSD – Original Size (16-bit)
PSD – 50% of Original Size (16-bit)
Email Small – JPEG
Email Medium – JPEG
Email Original Size – JPEG
Image Format: JPEG
Include Metadata
Image Quality: 10
Size To: Original Size
DPI: 72
Gamma Adjust: 1.00
ColorSync Profile: sRGB Profile
Black Point Compensation
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK
Use these options to adjust images when they are exported.

Gamma adjustments applied at export are applied on top of gamma adjustments previously applied to image versions. Before exporting, verify that you are not doubling any gamma adjustments previously applied to your images.

When you export, select the preset that includes the adjustments you want to make. For information about creating export presets, see "Working with Export Presets" on page 306.

To adjust images at export:

1. Select the image or images you want to export.
2. Choose File > Export > Export Version (or press Command-Shift-E).
3. Navigate to the location where you want the exported images placed.
4. Choose Edit from the Export Preset pop-up menu.

   The Export Presets dialog appears.
5. Select an export preset and specify any adjustment options you want.
6. Click OK.
7. Choose a name format from the Export Name Format pop-up menu.
8. Click Export.

Your files are exported with the adjustments you specified.

Adding a Watermark at Export

A watermark is a visible graphic overlay that is applied to an image. Photographers often use watermarks to indicate that images are protected by a copyright and discourage others from inappropriately using their images.

You can import a graphics file and add it to your images as a watermark.

To add a watermark image to your exported images:

1. Select the images you want to export.
2. Choose File > Export > Export Versions (or press Command-Shift-E).
3. In the dialog that appears, choose Edit from the Export Preset pop-up menu.
4. In the Export Presets dialog, select the export preset you want to use to export your images.
5. Select the Show Watermark checkbox.
6. Click the Choose Image button.
7. Select the image you want to use as a watermark, then click Choose.
8. Choose where you want the watermark to appear on the image from the Position pop-up menu.
9. To adjust the opacity of the watermark, drag the Opacity slider to a new position.
10. When you're satisfied with how your watermark appears in the watermark preview area, click OK.
11. Navigate to the location where you want the exported images placed.
12. Choose a name format for your exported files from the Export Name Format pop-up menu.
13. Click Export.

Your files are exported with the watermark you created.

Tips for Creating High-Quality Watermarks

Use the following guidelines to create high-quality watermarks for your images:

- Save your watermark as a .psd (Photoshop) file with a transparent background.
- Create multiple sizes of your watermark so that you can select the one that is the best match for the output size of the exported image.

  Note: If a watermark file is larger than the image you want to export, Aperture automatically scales the watermark down to fit the image. (Aperture does not scale watermarks up.)
- After you create a watermark, save it as part of an export preset so you can reuse it as often as you need.

Applying IPTC Metadata and Keywords to Your Images

Many publications use a standard set of image keywords; the American Newspaper Publishers Association (ANPA) wire codes, developed by the Newspaper Association of America, are one example. You can apply these keywords to your images when exporting to JPEG, TIFF, and PSD file formats.

Remember that applying metadata at export applies all the metadata attached to your image. If your image version has metadata that you don't want exported, create an image version that includes only the metadata intended for export.

Note: The PNG file format does not support the inclusion of metadata.

To include metadata with images at export:

1. Select the image or images you want to export.
2. Choose File >Export > Export Version (or press Command-Shift-E).
3. Navigate to the location where you want the exported images placed.
4. Choose Edit from the Export Preset pop-up menu.
5. In the Export Presets dialog, select the export preset you want to use to export your images.
6. Select the Include Metadata checkbox.
7. Click OK.
8. Choose a name format for your exported files from the Export Name Format pop-up menu.
9. Click Export.

The metadata is included in your exported images.

Exporting Metadata Listed in a Separate File

You can select images and export the metadata assigned to them in a tab-delimited text file. The text file lists the version name, ratings, keywords, and other metadata assigned to the image.

To export image metadata in a text file:

1. Select the images whose metadata you want to export.
2. Choose File > Export > Export Metadata.
3. Select the location where you want the file stored, then click Export Metadata.

Aperture exports the metadata information as a standard Unicode text file that you can open and use with any application that uses text files.

Exporting Using Plug-Ins

Some applications or photography services supply plug-ins that set up Aperture to export files automatically with the format and settings the application or service requires. For example, a stock photography service or print lab may require that images be transferred to them at a specific size, a specific file format, or with particular types of metadata. Such a service can create its own plug-in that automatically sets up Aperture to export files with precisely the characteristics the service needs.

To use an export plug-in, you must first obtain the plug-in software from the service or application vendor and install it. Third-party plug-ins for Aperture are stored in the following location: Library/Application Support/Aperture/Plug-ins/Export.

To export images using a third-party plug-in:

1. Select the images you want to transfer.
2. Choose File > Export, then select the plug-in that you wish to use.

Exporting Images to Use in Email

While it's not the best method for delivering uncompressed or large image files, email provides a quick and easy way to deliver images. Aperture contains three export presets (Email Small, Email Medium, and Email Original Size) that create compressed JPEG files that are easy to send via email. If these export presets don't meet your needs, you can create your own custom email export preset.

You can also have Aperture transfer an image directly to your email application. To specify that Aperture use a specific email application to send your images, choose the email application you want to use in the Preferences window. You can also specify the email export preset used to prepare the images.

To specify an email application and email export preset for Aperture to use:

1. Choose Aperture > Preferences, or press Command-comma (,).
2. In the Preferences window, choose the email application you want from the "Email images using" pop-up menu.
3. To specify an export preset for Aperture to use when preparing images for email transfer, choose the preset you want from the Email Export Preset pop-up menu. If none of the presets meet your needs, click Edit and create a new export preset.

For more information about creating export presets, see "Creating an Export Preset" on page 308.

To send an image directly to your email application:

1. Select the image you want to send.
2. Choose File > Email (or press Option-E).

The image is exported directly to your email application.

Note: Before you attempt to email an image, find out the maximum file size your email client supports. If your exported images exceed this maximum file size, consider using FTP software or another file-sharing technique to deliver your images.

To export an image to attach to an email message later:

1. Select the image or images you want to export.
2. Choose File > Export Version (or press Command-Shift-E).
3. Navigate to the location where you want the exported images placed.
4. Choose an email export preset from the Export Preset pop-up menu.
5. Choose a name format for your files from the Export Name Format pop-up menu.
6. When you're ready to export files, click Export.

You can now open your email application and attach the exported files.

Working with Export Presets

Export presets are groups of saved export settings that help you quickly and easily export your images. Aperture comes with numerous export presets, and you can also create your own.

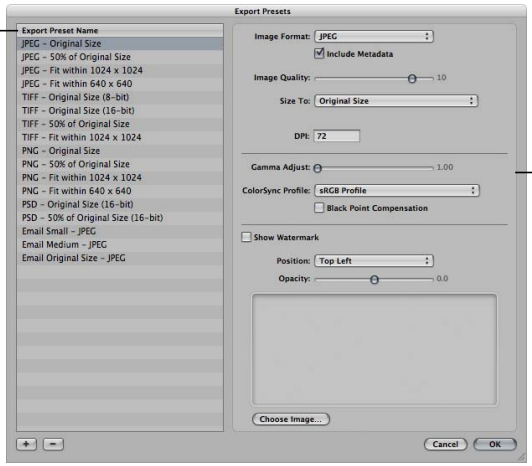
Controls in the Export Presets Dialog

Before using an export preset, whether it's one that comes with Aperture or one that you created, you can view its settings to make sure they are exactly what you want.

To view the settings for an export preset, do one of the following:

- Choose Aperture > Presets > Image Export.
- With an image selected, choose File > Export Version (or press Command-Shift-E) and in the dialog that appears, choose Edit from the Export Preset pop-up menu.

The Export Presets dialog appears, listing the presets available and the configurable export settings.


Available presets are shown here.
Export Presets
Export Preset Name
JPEG – Original Size
JPEG – 50% of Original Size
JPEG – Fit within 1024 x 1024
JPEG – Fit within 640 x 640
TIFF – Original Size (8-bit)
TIFF – Original Size (16-bit)
TIFF – 50% of Original Size
TIFF – Fit within 1024 x 1024
PNG – Original Size
PNG – 50% of Original Size
PNG – Fit within 1024 x 1024
PNG – Fit within 640 x 640
PSD – Original Size (16-bit)
PSD – 50% of Original Size (16-bit)
Email Small – JPEG
Email Medium – JPEG
Email Original Size – JPEG
Image Format: JPEG
Include Metadata
Image Quality: 10
Size To: Original Size
DPI: 72
Gamma Adjust: 1.00
ColorSync Profile: sRGB Profile
Black Point Compensation
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK
The right side of the dialog shows the settings for the selected preset.

The Export Presets dialog includes these controls:

- *Image Format pop-up menu:* Choose an image format for the exported files, such as JPEG or TIFF.
- *Include Metadata checkbox:* Select this checkbox to include EXIF and IPTC metadata in the exported files.
- *Image Quality slider:* Choose how much to compress your files by dragging the slider. Setting the slider to 12 applies the least compression and results in a higher-quality image; setting the slider to 0 (zero) applies the most compression and results in a lower-quality image.
- *Size To pop-up menu:* Export your images at their original size, or specify image dimensions or a percentage of the image's original size.
- *DPI:* Specify dots per inch (dpi), the resolution at which the images will be reproduced.
- *Gamma Adjust slider:* Gamma describes how your image distributes brightness. Drag the slider to apply a uniform gamma adjustment to your exported images.
- *ColorSync Profile pop-up menu:* Choosing a ColorSync profile ensures consistent color reproduction on other systems and in the printed image. Aperture provides a large selection of profiles, and any custom profiles you've saved during calibration are also included in the pop-up menu. To apply a ColorSync profile to the images you've selected for export, choose a profile from the pop-up menu.

- *Black Point Compensation checkbox:* Select this checkbox to scale the black and white luminance values to the selected ColorSync profile. Activating black point compensation can prevent shadows from appearing as solid black.
- *Show Watermark checkbox:* To add a watermark to your images, select this checkbox. After selecting the checkbox, you can choose a file to apply as a watermark image, and place your watermark with a specified opacity on your image.

  For more information about adding watermarks, see "Adding a Watermark at Export" on page 303.

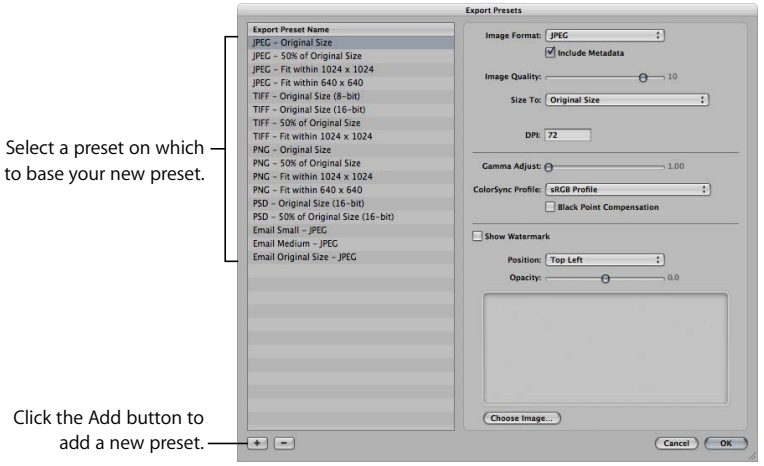
Creating an Export Preset

If none of the predefined export presets suit your needs, you can create your own export preset. An easy way to create a new export preset is to copy an existing preset and then modify the copy.

To create a new export preset:

1. Do one of the following:
   - Choose Aperture > Presets > Image Export.
   - With an image selected, choose File > Export Version (or press Command-Shift-E) and in the dialog that appears, choose Edit from the Export Preset pop-up menu.

   The Export Presets dialog appears.


Select a preset on which to base your new preset.
Click the Add button to add a new preset.
Export Presets
Export Preset Name
JPEG – Original Size
JPEG – 50% of Original Size
JPEG – Fit within 1024 x 1024
JPEG – Fit within 640 x 640
TIFF – Original Size (8-bit)
TIFF – Original Size (16-bit)
TIFF – 50% of Original Size
TIFF – Fit within 1024 x 1024
PNG – Original Size
PNG – 50% of Original Size
PNG – Fit within 1024 x 1024
PNG – Fit within 640 x 640
PSD – Original Size (16-bit)
PSD – 50% of Original Size (16-bit)
Email Small – JPEG
Email Medium – JPEG
Email Original Size – JPEG
Image Format: JPEG
Include Metadata
Image Quality: 10
Size To: Original Size
DPI: 72
Gamma Adjust: 1.00
ColorSync Profile: sRGB Profile
Black Point Compensation
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK

2. Select an export preset on which to base your new preset, then click the Add (+) button.

   A new preset appears highlighted in the Export Preset Name list.
3. Enter a new name for the preset.
4. Change the export settings as required, then click OK.

Modifying an Export Preset

You can modify existing presets when you need to. The next time you export using that preset, Aperture remembers your modified settings and exports your images accordingly.

To modify an existing preset:

1 Do one of the following:

- Choose Aperture > Presets > Image Export.
- With an image selected, choose File > Export Version (or press Command-Shift-E) and in the dialog that appears, choose Edit from the Export Preset pop-up menu.

The Export Presets dialog appears.

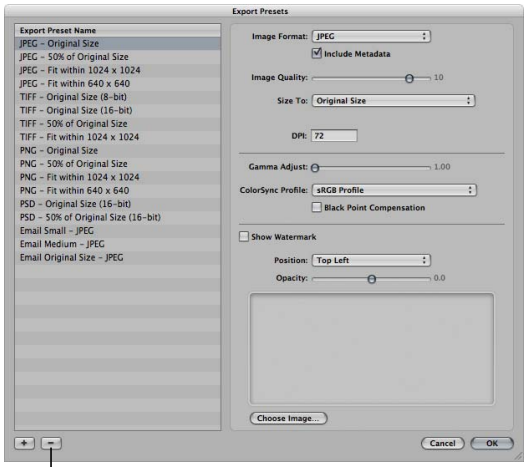
2 Select the preset you want and change its settings as required, then click OK.

Deleting an Export Preset

You can delete an export preset when you no longer need it.

To delete an export preset in the Export Presets dialog:

1 Select the preset, then click the Delete (–) button.


Export Presets
Export Preset Name
JPEG – Original Size
JPEG – 50% of Original Size
JPEG – Fit within 1024 x 1024
JPEG – Fit within 640 x 640
TIFF – Original Size (8-bit)
TIFF – Original Size (16-bit)
TIFF – 50% of Original Size
TIFF – Fit within 1024 x 1024
PNG – Original Size
PNG – 50% of Original Size
PNG – Fit within 1024 x 1024
PNG – Fit within 640 x 640
PSD – Original Size (16-bit)
PSD – 50% of Original Size (16-bit)
Email Small – JPEG
Email Medium – JPEG
Email Original Size – JPEG
Image Format: JPEG
Include Metadata
Image Quality: 10
Size To: Original Size
DPI: 72
Gamma Adjust: 1.00
ColorSync Profile: sRGB Profile
Black Point Compensation
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK

Click the Delete button to delete the selected preset.

The preset disappears from the preset list.

2 Click OK.

The preset is permanently deleted.

Note: If you click the Delete button and then click Cancel, the preset will reappear the next time you open the Export Presets dialog.

Creating Slideshow Presentations

16

With Aperture, you can easily create and present slideshows of your images. You can use slideshows to review images with clients, present a series of final select images, or present your images to audiences complete with background music.

This chapter explains how to create and play slideshows. You also learn how to specify the slideshow settings that determine how your images appear onscreen.

This chapter covers:

- An Overview of Slideshows (p. 312)
- Creating a Slideshow (p. 314)
- Controlling a Slideshow (p. 315)
- Arranging the Order of a Slideshow's Images (p. 315)
- Controls in the Slideshow Presets Dialog (p. 315)
- Creating Slideshow Presets (p. 317)
- Modifying Slideshow Presets (p. 318)
- Creating a Growing Grid of Images (p. 319)
- Playing Your Slideshow on Your Main Display Only (p. 320)
- Displaying Your Images to Music (p. 321)

An Overview of Slideshows

Aperture makes it easy to create slideshows to present your images. You can select a project in the Projects panel or any number of images in the Browser and immediately display the images in a slideshow on your computer screen. You can determine the number of images that appear onscreen at one time, set the timing of the display, add music, and more. Your slideshows can play automatically or you can control them using keyboard shortcuts, displaying images one by one as you review them with a client.

To create a slideshow, you select a project or the individual images you want to display and then choose File > Slideshow.

When the Run Slideshow dialog appears, you can specify how you want images displayed by choosing a slideshow preset.

Slideshow presets are groups of predetermined settings for playing a slideshow. For example, you can choose a slideshow preset to quickly set up a slideshow as a series of images that appear four at a time, with a specific display duration and type of transition between images. Aperture provides several slideshow presets that you can choose.

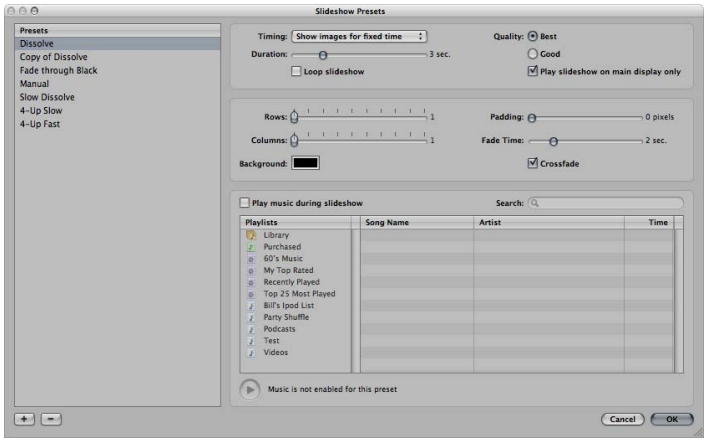
The slideshow presets include:

- *Dissolve:* Displays each image for 3 seconds, with a 2-second cross fade.
- *Fade through Black:* Displays each image on a black background for 3 seconds, with a 2-second cross fade.
- *Manual:* You control this slideshow's progression with the Right and Left Arrow keys.
- *Slow Dissolve:* Displays each image for 5.1 seconds, with a 5-second cross fade.
- *4-Up Slow:* Successively displays four images one at a time, showing each image for 3 seconds and then transitioning with a 2-second cross fade. The first image is replaced with the fifth, and so on.
- *4-Up Fast:* Successively displays four images one at a time, showing each image for 1 second. The first image is replaced with the fifth, and so on.

Important: To display slideshows at the best quality, you should set Aperture to create high-resolution previews. You can also display slideshows with good-quality images without creating high-resolution previews. For more information about creating high-resolution previews, see the *Aperture User Manual* in the Aperture Help menu.

You can also create your own custom presets. For example, to prepare for a presentation, you could create two new slideshow presets: one for your presentation and the other for your question and answer period. The presentation slideshow can show one image at a time and be manually controlled, so you can move through the images at your own pace. Your second slideshow preset, to be used during the question and answer period of your presentation, can display the same images you just showed in a grid across two displays. The images can advance automatically and be set to music.

To create or modify a slideshow preset, you choose Aperture > Presets > Slideshow (or choose Edit from the Slideshow Preset pop-up menu in the Run Slideshow dialog), and the Slideshow Presets dialog appears.



You can then select a slideshow preset, or create a new one, and specify the settings you want.

Creating a Slideshow

You can easily set up your slideshow by selecting the images you want and then choosing a slideshow preset.

To create and play a slideshow:

1. Select a set of images by doing one of the following:
   - Select a project or album in the Projects panel.
   - Select individual images or image stacks in the Browser.
2. Choose File > Slideshow (or press Shift-S).

   The Run Slideshow dialog appears.

3. Choose a preset from the Slideshow Preset pop-up menu.

   The slideshow presets include:
   - *Dissolve:* Displays each image for 3 seconds, with a 2-second cross fade.
   - *Fade through Black:* Displays each image on a black background for 3 seconds, with a 2-second cross fade.
   - *Manual:* You control this slideshow's progression with the Right and Left Arrow keys.
   - *Slow Dissolve:* Displays each image for 5.1 seconds, with a 5-second cross fade.
   - *4-Up Slow:* Successively displays four images one at a time, showing each image for 3 seconds and then transitioning with a 2-second cross fade. The first image is replaced with the fifth, and so on.
   - *4-Up Fast:* Successively displays four images one at a time, showing each image for 1 second. The first image is replaced with the fifth, and so on.
4. Click Start.

   If either no image or a single image is selected, the slideshow displays all images in the current album or project.

Saving Slideshows

You can save a slideshow's images by creating an album and then placing the image versions for your slideshow in it. You can also apply a keyword such as *Slideshow* (or any other unique identifying keyword) to images and then create a Smart Album that automatically groups the images.

Controlling a Slideshow

Once you start playing a slideshow, you can use keyboard shortcuts to control the slideshow.

To pause the slideshow:

- Press the Space bar.

To continue playing the slideshow:

- Press the Space bar again.

To move forward through the slideshow:

- Press the Right Arrow key.

To move backward through the slideshow:

- Press the Left Arrow key.

To stop the slideshow:

- Press Esc (Escape). The slideshow stops playing, and your Aperture workspace reappears.

Arranging the Order of a Slideshow's Images

You can arrange the order of images in your slideshow.

To arrange the order of your slideshow's images:

- Before creating the slideshow, arrange the image thumbnails in the Browser in the order that you want them to appear in the slideshow.

You can then play your slideshow by following the instructions in the previous section, "Controlling a Slideshow."

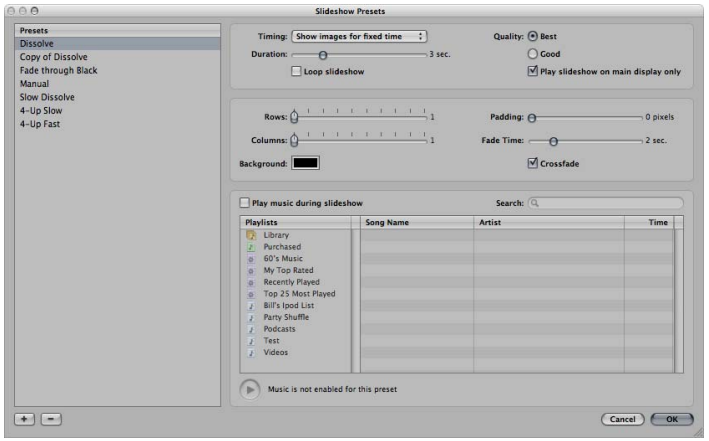
Controls in the Slideshow Presets Dialog

The Slideshow Presets dialog contains options for creating and modifying existing slideshow presets. In it, you can choose how many images to display at a time, how those images are arranged, and how long each image is displayed in your slideshow. You can also choose to play slideshows on one or two displays, with custom background colors and music.

To open the Slideshow Preset dialog, do one of the following:

- Choose Aperture > Presets > Slideshow.
- Choose File > Slideshow (or press Shift-S), then choose Edit from the Slideshow Preset pop-up menu in the Run Slideshow dialog.

The Slideshow Presets dialog appears.



The Slideshow Presets dialog has the following options:

- *Presets list:* Displays the list of current slideshow presets.
- *Timing pop-up menu:* Choose how the slideshow duration is determined: by fitting the slideshow to the duration of the music, by showing each image for a fixed time, or by advancing images manually.
- *Duration slider:* Determines the amount of time each image will be shown. Drag the slider to the right to increase each image's display time, and to the left to decrease display time.
- *"Loop slideshow" checkbox:* Select this checkbox to loop, or continuously play, your slideshow. If you select this option, you must stop your slideshow manually by pressing Esc.
- *Quality buttons:* Select a radio button to specify image quality: either Best or Good images. Selecting Best displays slides as full-size images. Select Good to display slides for faster display.
- *"Play slideshow on main display only" checkbox:* If you use a dual-display system and want your slideshow to play only on your main display, select this checkbox.
- *Rows slider:* Drag this slider to increase the number of rows of images.
- *Columns slider:* Drag this slider to increase the number of columns of images.
- *Background color field:* Change the background color of your slideshow by clicking the Background color field and then choosing a new background color from the Colors palette.

- *Padding slider:* Adjust padding, or the space between the top and bottom rows of images, by dragging the slider to the right to add space, and to the left to decrease space.
- *Fade Time slider:* Adjust the fade time between images by dragging this slider to the right to increase fade time, and to the left to decrease fade time.
- *Crossfade checkbox:* Select this checkbox to move between images by fading out the first and fading in the second.
- *"Play music during slideshow" checkbox:* Select this checkbox to play your slideshow with an accompanying song or iTunes playlist.
- *iTunes library area:* Displays your iTunes music library. Navigate through the library to select a song to accompany your slideshow, or search for a song name, artist, or song time by entering it in the search field.

Creating Slideshow Presets

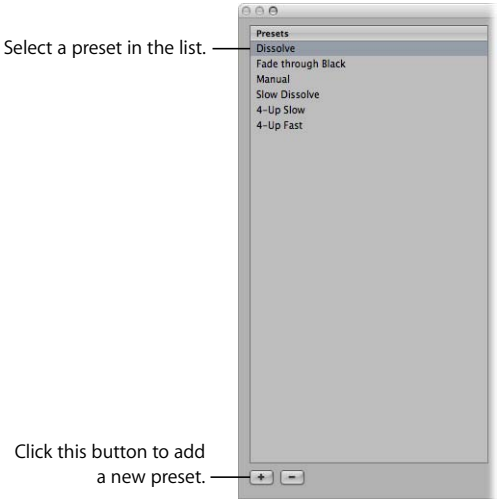
It's easiest to create a new slideshow preset by duplicating an existing preset and modifying it. First, identify which existing preset you want to model your new preset on. After duplicating the preset and renaming the duplicate, you can easily customize your new slideshow preset's settings.

To create a new slideshow preset:

1. Choose Aperture > Presets > Slideshow.

   The Slideshow Presets dialog appears.

2. Select a preset in the Presets list on which to model your new preset.
3. In the bottom-left corner of the dialog, click the Add (+) button.



A copy of the slideshow preset appears highlighted in the Presets list.

4 Enter a name for the new slideshow preset, then press Return.

5 When you've finished specifying the slideshow options you want, click OK.

Modifying Slideshow Presets

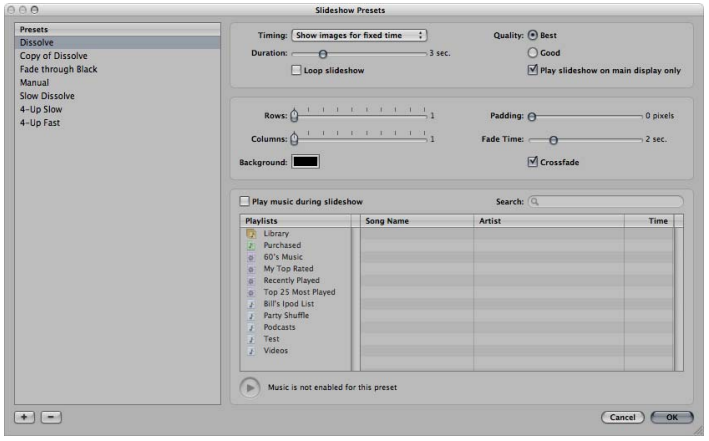
You can modify slideshow presets to create custom slideshows for any presentation.

To modify an existing preset:

1 Choose Aperture > Presets > Slideshow.

The Slideshow Presets dialog appears.

2 Select the preset you want to modify in the Presets list.



3 Modify the slideshow preset's settings as appropriate.

4 When you've finished modifying the slideshow preset, click OK.

Creating a Growing Grid of Images

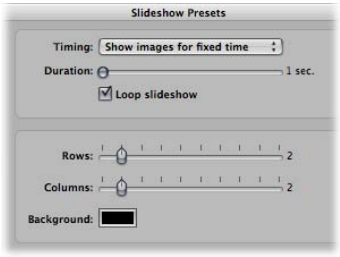
Most slideshow presets are set to replace one image with another. You can create a slideshow that successively adds images to your screen in a grid pattern.

To display images in a grid:

1. Select a set of images to be displayed in your slideshow.
2. Choose File > Slideshow (or press Shift-S).

   The Run Slideshow dialog appears.
3. Choose Edit from the Slideshow Preset pop-up menu.

   The Slideshow Presets dialog appears.
4. Do one of the following:
   - Select a slideshow preset to modify.
   - Create a new slideshow preset.
5. In the Slideshow Presets dialog, adjust the Rows and Columns sliders to specify the number of rows and columns in your image grid.



6. Click OK.

   The Run Slideshow dialog appears.
7. Click Start to begin playing the slideshow presentation.

Playing Your Slideshow on Your Main Display Only

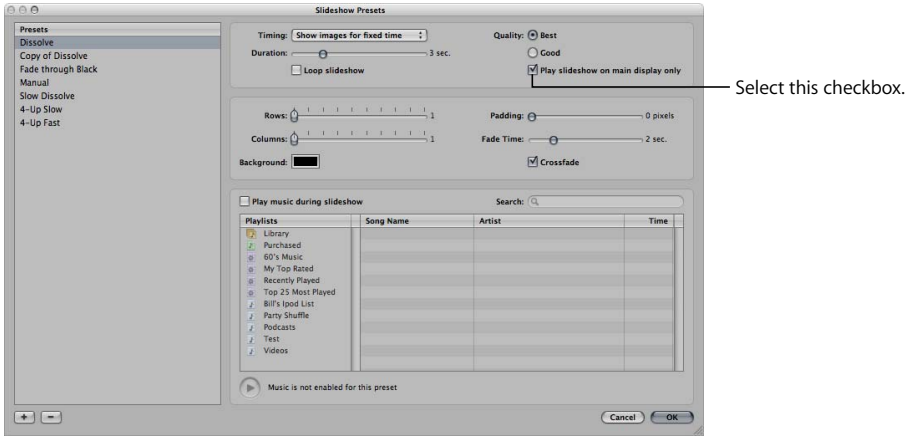
Your slideshow automatically plays according to your default display setup. If you use a dual-display system but want to view a slideshow only on your main display, you can easily make that change in the Slideshow Presets dialog.

To play your slideshow only on your main display:

1. Select a set of images to be displayed in your slideshow.
2. Choose File > Slideshow (or press Shift-S).

   The Run Slideshow dialog appears.
3. Choose Edit from the Slideshow Preset pop-up menu.

   The Slideshow Presets dialog appears.
4. Do one of the following:
   - Select a slideshow preset to modify.
   - Create a new slideshow preset.
5. In the Slideshow Presets dialog, select the "Play slideshow on main display only" checkbox.



6. Click OK.

   The Run Slideshow dialog appears.
7. Click Start to begin playing the slideshow presentation.

Displaying Your Images to Music

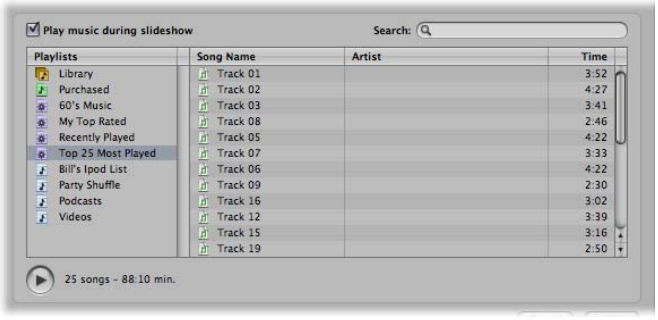
Adding music to your slideshow can increase your audience's enthusiasm and participation. You can easily add music from your iTunes music library to accompany your slideshow.

To add music to your slideshow presentation:

1. Select a set of images to be displayed in your slideshow.
2. Choose File > Slideshow (or press Shift-S).

   The Run Slideshow dialog appears.
3. Choose Edit from the Slideshow Preset pop-up menu.

   The Slideshow Presets dialog appears.
4. Do one of the following:
   - Select a slideshow preset to modify.
   - Create a new slideshow preset.
5. In the Slideshow Presets dialog, select the "Play music during slideshow" checkbox.

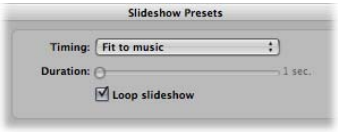


6. Select a song or playlist from your iTunes music library.

   You can search for a specific song, artist, or song time by entering it in the search field.

7 If you want to preview your song choice, click the Play button.

8 If you want the image display time to be adjusted so that your slideshow is the same duration as the song, choose "Fit to music" from the Timing pop-up menu.



Aperture adjusts the amount of time each image is displayed to fit the duration of the selected song.

9 If you are satisfied with your music selection, click OK.

The Run Slideshow dialog appears.

10 Click Start to begin playing the slideshow presentation.

Using the Light Table

17

The Light Table provides a large, open space where you can freely resize, group, and rearrange images.

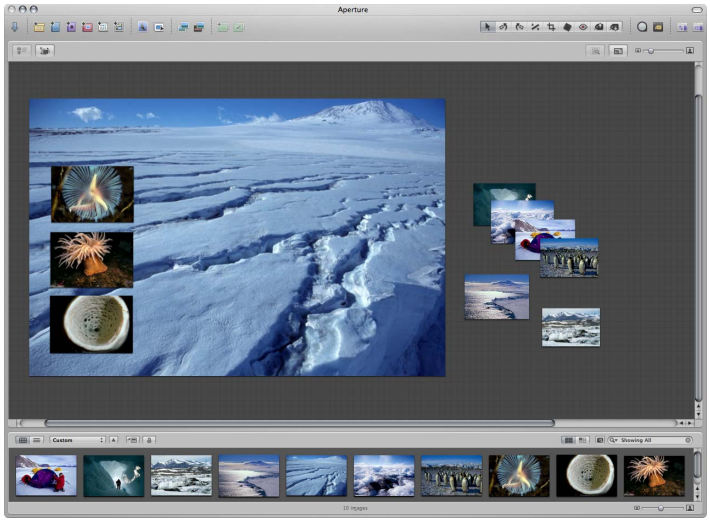
This chapter provides instructions for using the Light Table. You can place a selection of images in the Light Table for review and drag them to new positions, group them in different combinations, and resize them as needed. You can also easily arrange related images together to compare them, as you might during color correction.

This chapter covers:

- An Overview of the Light Table (p. 324)
- Creating a Light Table Album (p. 325)
- Placing and Viewing Images in the Light Table (p. 326)
- Moving and Resizing Images in the Light Table (p. 327)
- Aligning and Arranging Images in the Light Table (p. 328)
- Adjusting the Light Table View (p. 330)
- Setting View Options for the Light Table (p. 331)
- Transferring Images from the Light Table (p. 331)
- Printing a Light Table Arrangement (p. 332)
- Deleting a Light Table Album (p. 332)

An Overview of the Light Table

The Light Table is used to arrange and view images. You can work with images in the Light Table just as you would work with slides on a physical light table. You can place a selection of images in the Light Table for review and drag them to new positions, arranging, grouping, and resizing them in different combinations to see how they might look on webpages or book pages. You never run out of space in the Light Table—it grows as you add images to it, and it's easy to adjust the view by zooming in or changing the area of the Light Table that's shown.



You can use the Light Table when color correcting many related photos. You can arrange related images together and carefully compare the color values between images.

You can also use the Light Table to sort images into related piles. After sorting, you can select groups of images and assign keywords to all the images in a group at once.

You can use the Light Table to create editorial layouts as well, arranging images onscreen to tell a story. You can put the selects from a given project in the Light Table and arrange them so that they progress visually, eliminating repetitive images. As you group and pair images of the same subject, you'll find the Light Table ideal for examining the relationships between images.

Creating a Light Table Album

To view images in the Light Table, you first create a Light Table album. You can create a new empty album and drag or import images into it, or select images in a project and create a Light Table album to hold them.

To create a new, empty Light Table album:

1. In the Projects panel, select Library or the project where you want the new Light Table album to appear.
2. Do one of the following:
   - Choose File > New > Light Table.
   - Control-click in the Projects panel, then choose New > Light Table from the shortcut menu.
   - Choose New Empty Light Table from the Add to Library pop-up menu in the Projects panel.

   A new, untitled Light Table album appears.
3. Enter a new name for the Light Table album.

Now you can drag or import images into the new Light Table album.

To create a Light Table album that holds a selection of images:

1. In the Browser, select the images you want in the Light Table album.
2. Do one of the following:
   - Choose File > New From Selection > Light Table.
   - Control-click in the Projects panel, then choose New From Selection > Light Table from the shortcut menu.
   - Click the New Light Table Album button.

   - In the Projects panel, choose New Light Table From Selection from the Add to Library pop-up menu.

   A new, untitled Light Table album appears with the selected images in it.
3. Enter a new name for the Light Table album.

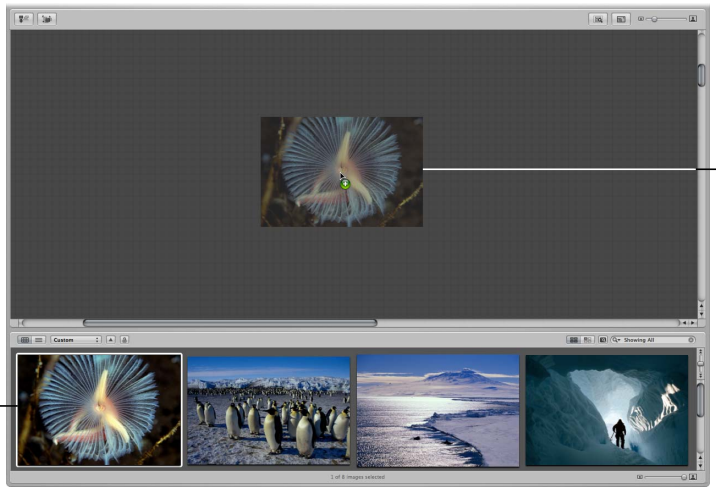
You can now begin placing images in the Light Table.

Placing and Viewing Images in the Light Table

After adding images to the Light Table album, you can select the ones you want to work with and place them in the Light Table for viewing.

To add images to the Light Table:

- Select a Light Table album in the Projects panel, then drag images from the Browser to the Light Table.



To remove an image from the Light Table:

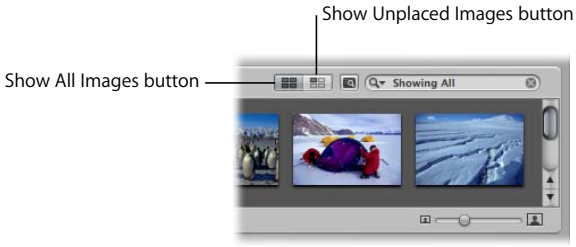
- Select the image, then click the Put Back button.

The image disappears from the Light Table but remains available in the Browser.

If you have many images in a Light Table album, it may be difficult to remember which images you haven't yet placed in the Light Table. You can set the Browser to show only those images that haven't been placed in the Light Table.

To see only images in the Browser that remain unplaced:

- Click the Show Unplaced Images button.



To see the entire contents of the Light Table album in the Browser:

- Click the Show All Images button.

Making Adjustments to Images in the Light Table

You can't select and use the Crop, Straighten, Spot & Patch, and Red Eye tools in the toolbar when using the Light Table. To use these tools to make a change to an image in the Light Table, select the image in the Browser, then click the Show Viewer button at the top of the Browser (to the right of the Sort Direction button). The selected image appears in the Viewer and you can make your changes. Click the Show Viewer button again to return to the Light Table.

Moving and Resizing Images in the Light Table

You can drag images to different locations in the Light Table, trying out different combinations and orientations. For example, you might take a group of related images and arrange them to see how they'd appear on a print page. You can also enlarge or reduce images. After resizing an image, you can quickly reset the image back to its original size.

To move images in the Light Table:

- In the Light Table, select the images you want to move and drag them to a new location.

To drag an image to a location offscreen:

- Drag the image to the border of the Light Table until the screen begins to scroll.

To change an image's size:

1. Select the image in the Light Table.
2. Position the pointer over the image, then drag a resize handle to change the image's size.

Move the pointer over the image to show resize handles, then drag to change the image's size.

To reset an image to its previous size, do one of the following:

- Choose Edit > Undo Resize (or press Command-Z).
- Control-click the image, then choose Reset Selected Size from the shortcut menu.

Aligning and Arranging Images in the Light Table

You can select a group of images in the Light Table and automatically align them according to their top, bottom, or side edges, or by their centers. You can also have Aperture arrange a selected group with equal space between each image.

To align selected images:

1. In the Light Table, select the images you want to align.
2. Control-click one of the images, choose Align from the shortcut menu, then choose the type of alignment you want from the submenu.

Choose Align from the shortcut menu, then choose an option from the submenu.

The selected images are aligned according to the option you chose.

To distribute selected images with an equal amount of space between them:

1. In the Light Table, select the images you want to distribute.
2. Control-click one of the images, choose Distribute from the shortcut menu, then choose Horizontal or Vertical Distribution from the submenu.

The images are distributed horizontally or vertically in the Light Table.

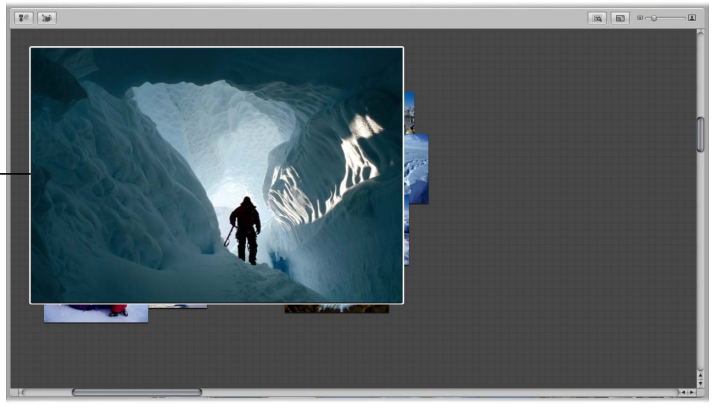
You can also automatically group a selection of images. Aperture gathers the images and places them together for easy arrangement. If some images in a group are hidden behind other images, you can also reveal, or uncover, all images in the group.

To group images in the Light Table:

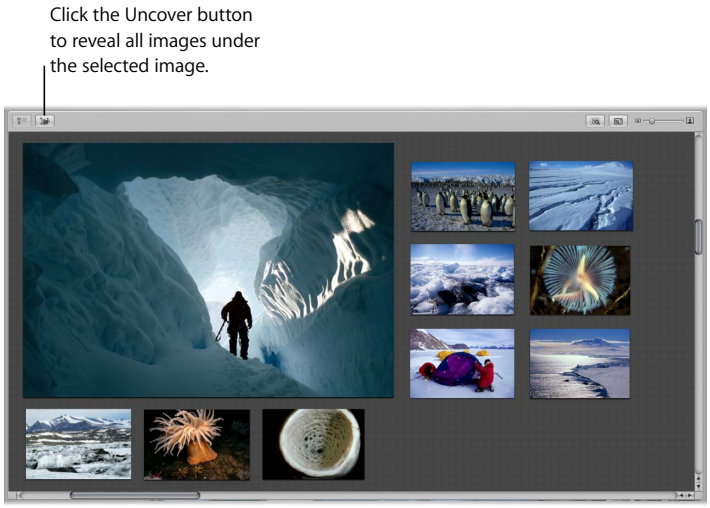
1. In the Light Table, select the images you want to group.
2. Control-click the selection, then choose Arrange from the shortcut menu.

To reveal images in the Light Table that are covered by other images:

1. Select the top image in the group.



2 Click the Uncover button (or press Shift-X).



3 Select an uncovered image.

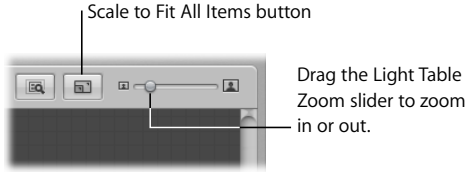
The images are regrouped, with the selected image on top.

Adjusting the Light Table View

You can adjust the Light Table view to better view and work with images. This is particularly useful when the Light Table is larger than your screen size. You can also increase the area of the Light Table.

To zoom in or out of the Light Table, do one of the following:

- Drag the Light Table Zoom slider to change the view.



To fit the Light Table to your screen size, do one of the following:

- Click the Scale to Fit All Items button.

To change the Light Table view to 100 percent:

- Control-click in a blank portion of the Light Table, then choose Zoom to 100% from the shortcut menu.

To increase the area of the Light Table:

- Drag an image to the border of the grid background so that the area of the Light Table automatically expands.

Setting View Options for the Light Table

You can set the view options for the Light Table to display badge and metadata overlays, such as ratings, on your images.

To change the display of image information in the Light Table:

1. Choose View > View Options.
2. In the View Options window, select the "Show decorations" checkbox to display badge and metadata overlays on images in the Light Table.
3. Click Done.

Transferring Images from the Light Table

You can easily select and transfer your images from the Light Table to a new album.

To transfer images from the Light Table to a new album:

1. Select the images you want to transfer.
2. In the Projects panel, choose New Album From Selection, New Web Gallery From Selection, New Web Journal From Selection, or New Book From Selection from the Add to Library pop-up menu.

The images you selected are copied to the new album.

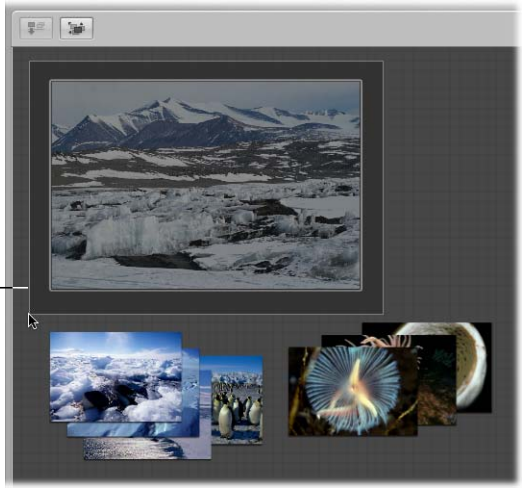
Printing a Light Table Arrangement

After arranging your images, you can print the image arrangement for further review.

To print a Light Table arrangement:

1. Select the images in the Light Table that you want to print by dragging a selection rectangle around them.

   If no images are selected, the entire Light Table is printed.



2. Choose File > Print Light Table (or press Command-Option-P).
3. In the Print dialog, specify your print options, then click Print.

   For more information, see Chapter 14, "Printing Your Images," on page 277.

Deleting a Light Table Album

You can quickly delete an entire Light Table album. If you've transferred images from the Light Table album to other projects or albums, the images in the other projects and albums remain unchanged, even though the Light Table versions are gone.

To delete a Light Table album:

1. Select the Light Table album in the Projects panel.
2. Choose File > Delete Light Table (or press Command-Delete).

Creating Webpages

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In Aperture, you can easily create webpages of your images that you can post to your .Mac account homepage or to your own website. Then clients can conveniently review your work via the Internet.

This chapter provides instructions for creating and posting webpages of your images. Using the built-in Aperture webpage themes, or designs, you can create webpages that show your images in eye-catching settings. You can also create web journal pages of images and explanatory text, narrative, or captions that support your images. For example, you might create web journal pages that show and tell the story of an overseas shoot or a journalistic project.

This chapter covers:

- An Overview of Creating Webpages (p. 334)
- Creating Web Galleries (p. 336)
- Creating Web Journals (p. 339)
- Viewing and Navigating Through Webpages (p. 341)
- Choosing and Modifying Themes (p. 342)
- Working with Web Gallery Pages (p. 345)
- Working with Web Journal Pages (p. 346)
- Exporting Webpages (p. 348)
- Working with Web Export Presets (p. 351)

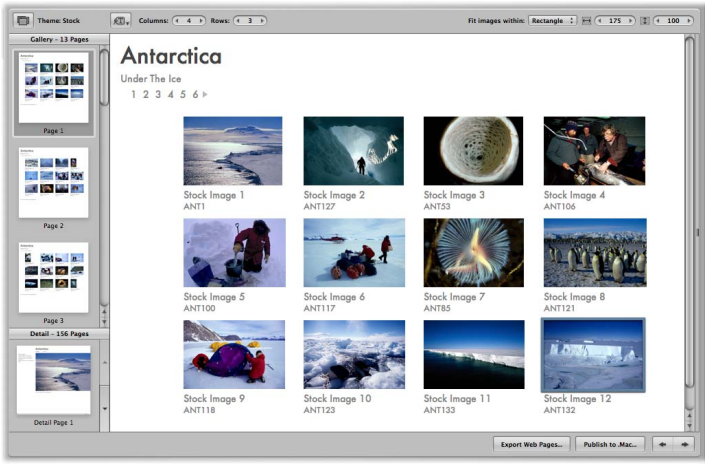
An Overview of Creating Webpages

Web delivery is convenient when time won't allow office visits or delivery of prints to clients. Photographers around the world currently benefit from web distribution of their works, providing clients with online access to galleries of their best images. Building a web portfolio for prospective clients can extend the reach of your photography business and reputation globally.

Using Aperture, you can create two types of webpages—web galleries and web journals. Both are based on themes, or page designs, are easily editable, and can be posted to the web.

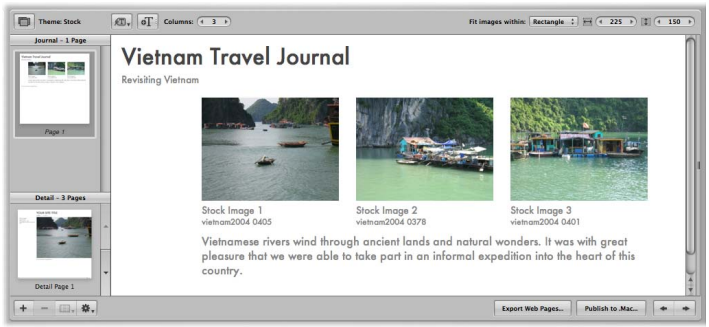
Web Gallery

Web gallery pages are designed to display images without your having to lay out pages by hand. Aperture automatically creates the appropriate number of webpages and populates them with the selected images. You can then adjust the pages to make the images appear as you want them. You can also choose the metadata information that appears next to each image, such as captions, names, and ratings.



Web Journal

Web journal pages allow you to mix images and text manually on the page. Web journals are ideal for projects in which you show photos with narrative to support them. Unlike with a web gallery, you manually add pages, images, and text to your web journal. You can choose a theme to apply to all your pages, and you can change the layout of images and text on your web journal pages.


Vietnam Travel Journal
Revisiting Vietnam
Stock Image 1
vietnam2004 0405
Stock Image 2
vietnam2004 0378
Stock Image 3
vietnam2004 0401
Vietnamese rivers wind through ancient lands and natural wonders. It was with great pleasure that we were able to take part in an informal expedition into the heart of this country.

To create a web gallery or web journal, you create a web gallery or web journal album. When you select the album in the Projects panel, the Webpage Editor appears above the Browser. The Webpage Editor is where you design your webpages, including changing the theme, positioning images, and adding text.

Web gallery album in the Projects panel
Webpage Editor
The Browser displays the images in the web gallery album.
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After you've laid out your web gallery or web journal pages in the Webpage Editor, you can export them to your .Mac account, or save them as HTML pages that you can post to your webpage server. Once the images are posted online, you can give clients the Internet address of the pages, and clients can view them remotely.

Creating Web Galleries

Web galleries offer a way to showcase your images on the web. You have a number of options for designing these pages. You can choose the type of information to accompany each image, such as name and rating. You can also specify the number of columns and rows you want on each page.

Creating Web Gallery Albums

To create a web gallery, you must first create an album that holds your web gallery images. The easiest way to do this is to select images you want to appear in the web gallery, create an album, and have Aperture automatically place the images on the webpages. Aperture creates as many webpages as necessary to hold all of the selected images.

To create a web gallery album from selected images:

1. In the Browser, select the images you want to place on your webpages.
2. Do one of the following:
   - Choose File > New From Selection > Web Gallery.
   - Choose New Web Gallery From Selection from the Add to Library pop-up menu in the Projects panel.

   A new, untitled web gallery album appears in the Projects panel, and the Webpage Editor appears above the Browser.
3. Rename the album.

   The new album contains the selected images.

The new album you created appears in the Projects Panel.
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The Webpage Editor appears with the selected images.

You can also create an empty web gallery album and then drag images into the album.

To create a new, empty web gallery album:

1. Do one of the following:
   - Choose File > New > Web Gallery.
   - Choose New Empty Web Gallery from the Add to Library pop-up menu in the Projects panel.

   A new, untitled web gallery album appears in the Projects panel.
2. Rename the album.
3. Drag the images you want into the new web gallery album.

To make changes to the webpages, you use the controls in the Webpage Editor. For more information, see "Web Gallery Controls in the Webpage Editor" on page 338.

Creating Smart Web Gallery Albums

You can use the Aperture Smart Album feature to gather images from the Library or from projects and place them automatically in web gallery pages. Smart Albums gather images based on search criteria that you specify. For example, you can create a Smart Web Gallery Album that gathers your select images from across the entire Aperture Library. Then each time you rate an image as Select, Aperture automatically adds it to your Smart Web Gallery Album and to a web gallery page. You can then update your .Mac account with pages of your most up-to-date select images or post them to your website. For more information about creating and using Smart Albums, see Chapter 13, "Grouping Images with Smart Albums," on page 267.

Note: Smart Web Gallery Albums are only available for web galleries, not for web journals.

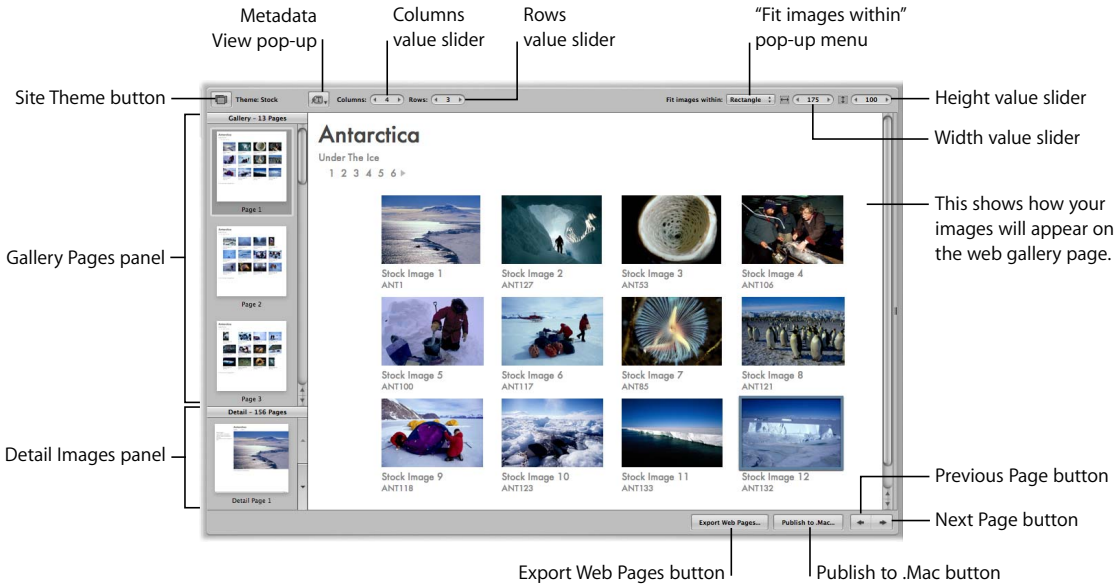
To create a Smart Web Gallery Album of your images:

1. Do one of the following:
   - Choose File > New Smart > Web Gallery.
   - Choose New Smart Web Gallery from the Add to Library pop-up menu in the Projects panel.
2. Enter a name for the new Smart Web Gallery Album.
3. Click the Query HUD button (with a magnifying glass icon) to the right of the Smart Web Gallery Album name to show the Query HUD.
4. In the Query HUD, specify the criteria for the Smart Web Gallery Album.

The Smart Web Gallery Album is created and filled with the images that meet the search criteria.

Web Gallery Controls in the Webpage Editor

The following controls are available for revising web gallery pages and images.



- *Site Theme button:* Click this button to choose a theme, or layout, for your webpage.
- *Gallery Pages panel:* Click here to see a specific page of the web gallery.
- *Detail Images panel:* Click here to see the enlarged version of a selected image in a web gallery.
- *Metadata View pop-up menu:* Choose the type of metadata that is included with each image in the webpage.
- *Columns value slider:* Use this to specify the number of columns you want on a page. Click the arrows to increase or decrease the number of columns, or double-click in the number field and enter a new value.
- *Rows value slider:* Use this to specify the number of rows you want on a page. Click the arrows to increase or decrease the number of columns, or double-click in the number field and enter a new value.
- *"Fit images within" pop-up menu:* Choose an option for how you want images to appear on the webpage.
- *Width value slider:* Use this to specify the column width. Click the arrows to increase or decrease the width, or double-click in the number field and enter a new value.
- *Height value slider:* Use this to specify the row height. Click the arrows to increase or decrease the height, or double-click in the number field and enter a new value.
- *Export Web Pages button:* Click this button to export your webpages.

- *Publish to .Mac button:* Click this button to publish your finalized webpages to your .Mac account. For more information, see "Exporting to .Mac" on page 348.
- *Previous Page button:* Click this button to go to the previous webpage.
- *Next Page button:* Click this button to go to the next webpage.

Making Adjustments to Images in a Web Gallery or Web Journal

You can't select and use the Crop, Straighten, Spot & Patch, and Red Eye tools in the toolbar when using the Webpage Editor. To use these tools to make a change to an image in a web gallery or web journal, select the image in the Browser, then click the Show Viewer button at the top of the Browser (to the right of the Sort Direction button). The selected image appears in the Viewer and you can make your changes. Click the Show Viewer button again to return to the Webpage Editor.

Creating Web Journals

Web journals provide a great way to mix images and text to chronicle trips and explain images on the web. You can manually add and arrange images and text in your web journal.

Creating Web Journal Albums

To create a web journal, you must first create an album that holds your webpage's images. The easiest way to do this is to select images you want to appear in the web journal and create an album. Aperture creates a web journal album that contains the images you selected, and the Webpage Editor appears above the Browser. The Browser contains the selected images, which you can then manually place on the webpages.

To create a web journal album from selected images:

1. In the Browser, select the images you want to place on your webpages.
2. Do one of the following:
   - Choose File > New From Selection > Web Journal.
   - Choose New Web Journal From Selection from the Add to Library pop-up menu in the Projects panel.

   A new, untitled web journal album appears in the Projects panel.
3. Rename the album.

   The selected images appear in the Browser, below the Webpage Editor. You can then manually add images to your web journal pages.

To create a new, empty web journal album:

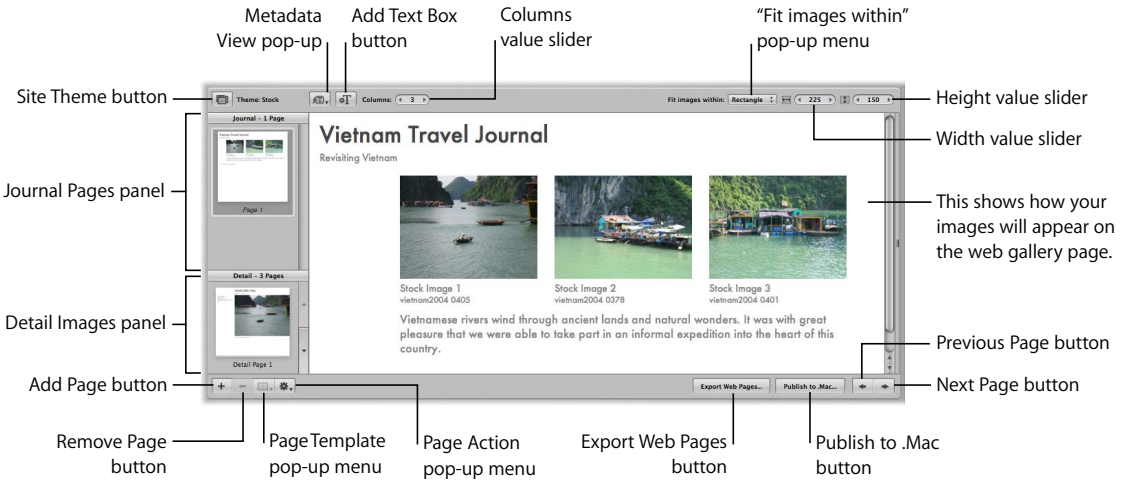
1. Do one of the following:
   - Choose File > New > Web Journal.
   - Choose New Empty Web Journal from the Add to Library pop-up menu in the Projects panel.

   A new, untitled web journal album appears in the Projects panel.
2. Rename the album.
3. Drag the images you want into the new web journal album.

To make changes to the webpages, you use the controls in the Webpage Editor. For more information, see "Web Journal Controls in the Webpage Editor," next.

Web Journal Controls in the Webpage Editor

The following controls are available for web journal pages and images.

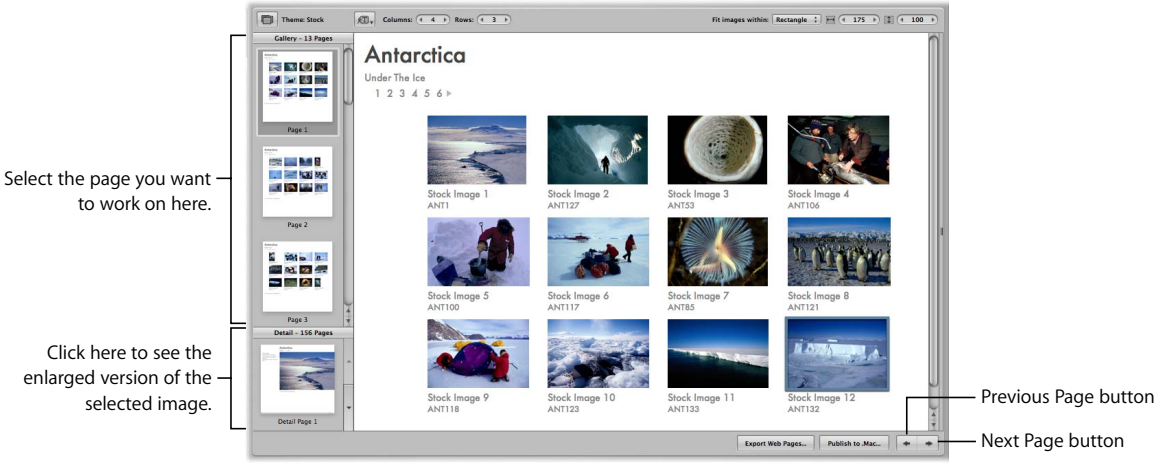

Metadata View pop-up
Add Text Box button
Columns value slider
"Fit images within" pop-up menu
Site Theme button
Height value slider
Width value slider
Journal Pages panel
This shows how your images will appear on the web gallery page.
Detail Images panel
Previous Page button
Add Page button
Next Page button
Remove Page button
Page Template pop-up menu
Page Action pop-up menu
Export Web Pages button
Publish to .Mac button
Vietnam Travel Journal
Revisiting Vietnam
Stock Image 1
Stock Image 2
Stock Image 3
Vietnamese rivers wind through ancient lands and natural wonders. It was with great pleasure that we were able to take part in an informal expedition into the heart of this country.

- *Site Theme button:* Click this button to choose a theme, or layout, for your webpage.
- *Journal Pages panel:* Click here to see a specific page of the web journal.
- *Detail Images panel:* Click here to see the enlarged version of a selected image in a web journal.
- *Add Page button:* Click this button to add a page to your web journal.
- *Remove Page button:* Click this button to remove a selected page from your web journal.
- *Page Template pop-up menu:* Use this to choose a page template, or layout.
- *Page Action pop-up menu:* Choose how to add pages to your web journal.
- *Metadata View pop-up menu:* Choose the type of metadata that is included with each image in the webpage.

- *Add Text Box button:* Click this button to add a text box to the bottom of the current webpage.
- *Columns value slider:* Specify the number of columns you want on a page. Click the arrows to increase or decrease the number of columns, or double-click in the number field and enter a new value.
- *"Fit images within" pop-up menu:* Choose an option for how you want images to appear on the webpage.
- *Width value slider:* Use this to specify the width of photo boxes on the page. Click the arrows to change the width, or double-click in the number field and enter a new value.
- *Height value slider:* Use this to specify the height of photo boxes on the page. Click the arrows to change the height, or double-click in the number field and enter a new value.
- *Export Web Pages button:* Click this button to export your webpages.
- *Publish to .Mac button:* Click this button to publish your finalized webpages to your .Mac account. See "Exporting to .Mac" on page 348.
- *Previous Page button:* Click this button to go to the previous webpage.
- *Next Page button:* Click this button to go to the next webpage.

Viewing and Navigating Through Webpages

As you modify your webpages, there are some easy ways to view and navigate through your pages.


Select the page you want to work on here.
Click here to see the enlarged version of the selected image.
Previous Page button
Next Page button
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To view a particular webpage, do one of the following:

- Use the scroll bar in the Gallery Pages panel (for a web gallery) or the Journal Pages panel (for a web journal) to locate the page, then click the page.
- Click the Previous Page or Next Page button to display a different page.

When someone clicks an image on a web gallery or web journal page in your website, a page showing an enlarged view of the image appears. You can view these enlarged images in the Webpage Editor.

To see an enlarged image from a webpage, do one of the following:

- Position the pointer over the image, then click the Detail button (with a curved arrow).
- Click the up or down arrow buttons on the side of the Detail Images panel to navigate through detail pages for the images in a web gallery or web journal.

To return to the page view after viewing an enlarged image:

- Click a page in the Gallery Pages panel (for a web gallery) or the Journal Pages panel (for a web journal).

Choosing and Modifying Themes

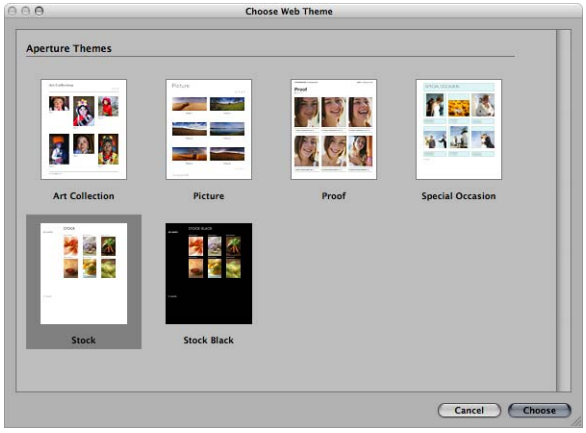
Aperture provides a variety of themes that you can choose for your web gallery or web journal pages. When you choose or change a theme, Aperture updates all your pages to use the new theme. After a theme is applied to your pages, you can modify it by changing the number and size of images on the page. You can also display images with metadata and have copyright information appear on your webpages.

Choosing a Theme

The theme you choose for your pages determines the basic template design of the page. Make sure to explore the themes to see which best suits your work.

To choose a theme for your web gallery or web journal pages:

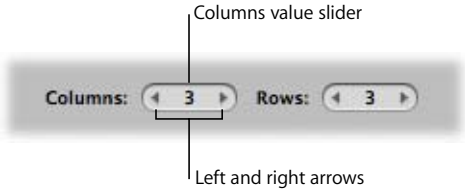
1 Click the Site Theme button at the top-left corner of the Webpage Editor.



2 Select the theme you want to use, then click Choose.

Changing the Number of Images on Webpages

After you've chosen a theme, you can modify how many images appear on each page.



Note: When a web journal is open in the Webpage Editor, only the Columns value slider is available. You can manually add as many rows of images to a page as you need.

To change the number of columns and rows of images on the page:

- Double-click in the number field of the Columns or Rows value slider and enter a new number, or click the left or right arrow.

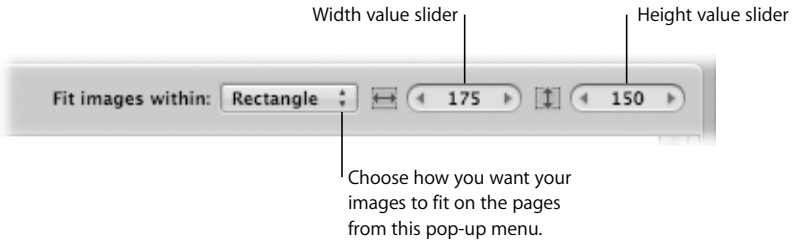
When you change the number of columns and rows, Aperture automatically updates all your webpages to reflect the new settings.

Resizing the Images on Webpages

You can increase or decrease the size of images on your pages.

To change the size of images on the page:

1. From the "Fit images within" pop-up menu, choose whether you want the images to be spaced according to their longest edge or both edges.
2. To increase or decrease the image size, double-click in the number field of the Height and Width value sliders and enter new numbers, or click the left or right arrows.



Displaying Images with Metadata

You can specify that your images appear with metadata on your web gallery or journal pages. You can choose different combinations of metadata to appear on your pages. For example, you might display your web gallery pages with a simple set of metadata that includes the filename, caption, and image date.

To specify the types of metadata that appear with your images:

- In the Webpage Editor, choose an option from the Metadata View pop-up menu.

Changing Copyright Information

Web gallery and journal pages also appear with copyright information on the page. You can select the copyright text on the webpage and change it. You can also specify the copyright information you want for all your webpages in the Preferences window.

To change the copyright information that appears on web gallery or journal pages:

1. Choose Aperture > Preferences, or press Command-comma (,).
2. Type the text you want in the Web Copyright field.

Working with Web Gallery Pages

When you create a web gallery, the images in it are placed automatically. You can then make changes to the pages in the Webpage Editor.

Ordering, Adding, and Deleting Images in a Web Gallery

You can adjust the placement of images on web gallery pages and add and delete images in the Webpage Editor.

To change the viewing order of your images in a web gallery:

- Drag the images to different locations, either in the Webpage Editor or Browser.

You can add images to a web gallery after you've created it.

To add an image to a web gallery:

- Drag an image from a project, album, or the Library into your web gallery album.

To delete an image from a web gallery:

- Select the image in the Browser, then choose Images > Remove From Album (or press the Delete key).

Changing Text on Web Gallery Pages

Depending on the theme you choose for your web gallery, pages may appear with titles, subtitles, or headings. You can change the sample text to text appropriate for your web gallery.

To change titles and subtitles on web gallery pages:

- Click the title, subtitle, or heading you want to change, then type the text you want.

Hiding or Showing Image Plate Numbers in Web Galleries

You can turn on or off the display of plate numbers in your web galleries. Aperture is preset to not display plate numbers for images.

To turn on the display of plate numbers in a web gallery:

- In the Webpage Editor, choose Enable Plate Metadata from the Metadata View pop-up menu.

Working with Web Journal Pages

As you work with a web journal, you can add images and text to pages, add pages, choose header types, delete pages, and change the page order.

Adding, Arranging, and Deleting Images and Text on Web Journal Pages

When you create a web journal, you must manually place your images and add text.

To add images to a web journal page:

- Drag images from the Browser to the page in the Webpage Editor.

You can also drag several images into place at once by selecting and dragging groups of images. For example, if your webpage is set to display four images per row, you can arrange four images in the order you want them, and then drag all four to the page at once.

To move images on a web journal page:

1. Click an image to select it.
2. Drag the grid mark at the top of the photo box to move the image to the new location. Release the mouse button when a green bar appears where you want to place the image.

Aperture places your images in the photo boxes designed for the page.

To remove an image from a web journal page:

1. Click the image to select it.
2. Click the Remove button (with a minus sign) to remove the selected photo box.

You can add text boxes to web journal pages as you need them. Text boxes are added to the page one after another. New text boxes are always added to the bottom of the page, but you can drag text boxes to new locations when you need to rearrange them.

To add text to a web journal page:

1. In the Journal Pages panel, select the page to which you want to add text.
2. Click the Add Text Box button.
3. Enter the text you want.

You can drag the text box to a new location if you wish.

To move a text box:

1. Click the text box to select it.
2. Position the pointer on the grid mark at the top of the text box and drag the text box until you see a green bar appear where you want to place the text box.

To remove a text box from a web journal page:

1. Click the text box to select it.
2. Click the Remove button (with a minus sign) to remove the selected text box.

Adding Pages to a Web Journal

You can add pages to your web journal as you need them.

To add a page to a web journal:

1. Select a page in the Journal Pages panel where you want the new page to appear.

   The new page will appear after the selected page.
2. Click the Add Page (+) button to add a new page.

Adding Pages by Metadata Category

You can have Aperture create pages in your journal to hold images that have a type of metadata, such a specific rating, keyword, or image date. For example, you can have Aperture create a page for each keyword assigned to the album's images and place images that have certain keywords on the correct pages automatically. Or, if your album holds images with four- and five-star ratings, you can create a page that automatically holds the five-star images and another that holds the four-star images.

You can have Aperture add pages for images based on:

- Day
- Keyword
- Rating
- Byline
- City
- Category

To add a new page based on a metadata category:

1. Select a page in the Journal Pages panel where you want the new page to appear.

   The new page will appear after the selected page.
2. Choose an option for the type of page you want from the Page Action pop-up menu.

Choosing a Header Style for a Web Journal Page

Depending on the theme you choose, you can change the look of web journal pages by choosing a style that displays either a heading followed by text, or a heading followed by an image.

To choose the header style for a web journal page:

1. Select a page in the Journal Pages panel.
2. Choose either Header with Text or Header with Image from the Page Template pop-up menu.

Deleting Pages from a Web Journal

When you no longer need a page, you can delete it from the web journal.

To delete a page from a web journal:

1. Select the page you want to delete in the Journal Pages panel.
2. Click the Remove Page (–) button to delete the page.

Reordering Pages in a Web Journal

You can change the order of web journal pages when necessary.

To move a page up or down in the page order of a web journal:

1. Select the page you want to move in the Journal Pages panel.
2. Choose either Move Current Page Up or Move Current Page Down from the Page Action pop-up menu.

Exporting Webpages

After you've created your webpages, you can post them to your .Mac account or your website so that others can access them via the Internet. Your Aperture webpages are composed of numerous files, including image files and thumbnail images, HTML webpage files, and additional web formatting files. All of these files are linked together to compose your webpages, and they must be transferred intact to the website in a manner that preserves the links and relationships between files.

You can post your webpages to the Internet in these ways:

- Set up Aperture to automatically post pages to your .Mac account.
- Export your pages as HTML files and images and then integrate them into your website.

Exporting to .Mac

The easiest way to transfer files to the Internet is to have Aperture automatically copy the files to your .Mac account. With a few clicks, you can have Aperture open your .Mac account, transfer the files with links intact, and create the Internet addresses that others need to use to access the pages.

To learn more about creating and setting up a .Mac account, go to http://www.mac.com.

With your .Mac account set up, you can easily transfer your web gallery or web journal to your .Mac account. The web address of your new .Mac album appears in the Publish Album dialog and in the web browser after the pages are published. You can copy and send this address to clients so they can view the images.

To export your web gallery or web journal to your .Mac account:

1. In the Webpage Editor, click Publish to .Mac.
2. In the dialog that appears, specify the following:
   - *Publish Album As:* Enter a name for the web gallery or web journal.

     The Internet address for the webpage appears below the Publish Album As field. Make sure to write down this address for later use.
   - *Thumbnail Image Preset pop-up menu:* Choose the quality you want for displayed thumbnail images.
   - *Detail Image Preset pop-up menu:* Choose the quality of detail images that will appear when someone clicks a thumbnail.
3. When you're ready, click Publish.

   The Publish Complete dialog appears, listing the address of your webpage.

   You can select the address and press Command-C to copy the address to the Clipboard. You need this address to link the web gallery or journal to your .Mac homepage.
4. Click View in Browser to see the new webpage.

   The published web gallery or journal appears in your web browser.

To link your web gallery or web journal to your .Mac homepage:

1. Go to http://www.mac.com, then click the HomePage link at the top of the screen.
2. If you haven't already done so, log in.
3. If you don't have a menu page, create one.
4. In the Pages list, select the menu page, then click Edit.

   The page category is listed to the right of the selection.
5. In the "Edit your page" section, click the Add (+) button next to an existing link to add a new one.

   A new empty link is created to the right of the previous link.
6. Enter a page title and brief description, then click the Edit Link button.
7. In the "Edit your links" section, click the Other Pages tab, paste the link to your web gallery or web journal in the Address field by pressing Command-V, then click Apply.
8. When you are ready to publish your new homepage, click the Publish button at the top-right corner of the screen.

   A new screen appears with a link to your updated homepage address.

If you later forget the address of your site, you can check your iDisk to see a listing of sites. From the Finder, choose Go > iDisk > My iDisk, then open the Sites folder. The names listed in your Sites folder represent your published sites. From that, you can determine the path to a site by entering your personal information into the sample path:

http://homepage.mac.com/*membername*/*sitename*

About Updating Web Galleries and Web Journals

When you update the images in a web gallery or web journal already posted to .Mac, Aperture first checks to determine which images in a web gallery or web journal are new or changed, and then exports only those images to temporary storage for transfer to .Mac, saving time when updating large web galleries or web journals.

Exporting Webpages as HTML Files

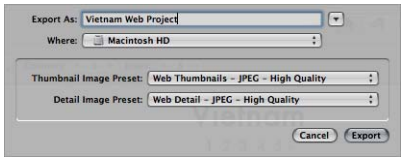
Integrating your Aperture webpages into your business's website requires you to thoroughly understand your website structure and web server. With some planning, you can modify your home or access pages to provide links to your Aperture webpages.

You can also open your webpages in a standard HTML editor and make the changes required for them to work in your site. You can add and revise the HTML code that creates the page structure. You can plan how the pages link to the structure of your website and provide additional items such as navigation buttons or links that normally appear on your webpages. If you use a web design service to create and maintain your site, you can supply your Aperture files to your service as a folder and allow them to integrate your Aperture webpages. If you are your own webmaster, you can transfer your Aperture web files to your web server or Internet service provider using a copying method such as FTP, or using the transfer features of your webpage service.

You can export webpages that you've created in Aperture. When you export your Aperture webpages, you can export them to a folder on your computer to keep them organized in one place. You can name the folder and choose the image quality and file types that are created. Aperture has web export presets you can choose that automatically set up the export of webpages. You can choose an existing export preset or create your own.

To export webpages:

1. Click the Export Web Pages button.
2. Type a name for the folder that will hold the webpage files in the Export As field.


Export As: Vietnam Web Project
Where: Macintosh HD
Thumbnail Image Preset: Web Thumbnails – JPEG – High Quality
Detail Image Preset: Web Detail – JPEG – High Quality
Cancel
Export

3. Choose a location for the webpage folder from the Where pop-up menu.
4. Choose a web export preset for your thumbnail images from the Thumbnail Image Preset pop-up menu.
5. Choose a web export preset for your detail image pages from the Detail Image Preset pop-up menu.
6. When you're ready to export your webpages, click Export.

   The dialog shows the progress of the export. The images you selected are exported to the location you specified.

Working with Web Export Presets

Web export presets are groups of saved export settings that are configured to produce different types of web images. You use them to help you quickly and easily export your images for use on the web. Aperture comes with a number of web export presets, and you can also create your own.

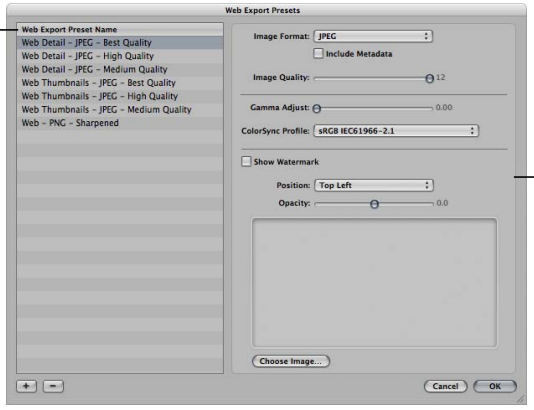
Viewing the Settings for a Web Export Preset

Before using a web export preset, whether it's one that comes with Aperture or one that you created, you can view its settings to make sure they are exactly what you want.

To view the settings for an export preset:

- Choose Aperture > Presets > Web Export.

The Web Export Presets dialog appears, listing the presets available and their export settings.


Available presets are shown here.
Web Export Presets
Web Export Preset Name
Web Detail – JPEG – Best Quality
Web Detail – JPEG – High Quality
Web Detail – JPEG – Medium Quality
Web Thumbnails – JPEG – Best Quality
Web Thumbnails – JPEG – High Quality
Web Thumbnails – JPEG – Medium Quality
Web – PNG – Sharpened
Image Format: JPEG
Include Metadata
Image Quality: 12
Gamma Adjust: 0.00
ColorSync Profile: sRGB IEC61966-2.1
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK
The right side of the dialog shows the settings for the selected preset.

The Web Export Presets dialog includes these controls:

- *Image Format pop-up menu:* Choose an image format to convert your images to, such as JPEG or PNG, from this pop-up menu.
- *Include Metadata checkbox:* Select this checkbox to include EXIF and IPTC metadata information in the image files.
- *Image Quality slider*: Choose how much to compress your JPEG files by selecting a number with the slider. Setting the slider to 12 applies the least compression and results in a higher-quality image; setting the slider to 0 (zero) applies the most compression and results in a lower-quality image.
- *Gamma Adjust slider:* Gamma describes how your image distributes brightness. Drag the slider to apply a uniform gamma adjustment to your exported images.
- *ColorSync Profile pop-up menu:* Choosing a ColorSync profile ensures consistent color reproduction on other systems and in the printed image. Aperture provides a large selection of profiles, as well as any custom profiles you've saved during calibration. To apply a ColorSync profile to the images you've selected for export, choose a profile from the pop-up menu.
- *Show Watermark checkbox:* A watermark is a visible graphic or text overlay that is applied to an image. Photographers often use watermarks to indicate that images are protected by a copyright and discourage others from inappropriately using their images. To add a watermark to your images, select the Show Watermark checkbox. After selecting the checkbox, you can select a file to apply as a watermark image, and place your watermark in various positions on your image.

  For more information about adding watermarks, see "Adding Watermarks to Webpage Images" on page 355.

Creating Web Export Presets

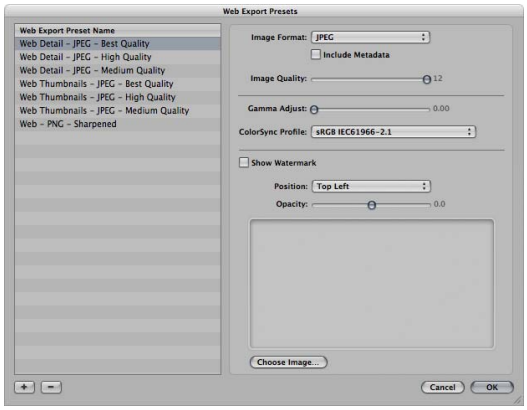
If none of the existing web export presets suit your needs, you can create your own. An easy way to create a new export preset is to copy an existing preset and then modify the copy.

To create a new web export preset:

1 Do one of the following:

- Choose Aperture > Presets > Web Export.
- In the Webpage Editor, click the Export Web Pages button, then choose Edit from the Thumbnail Image Preset or Detail Image Preset pop-up menu.

The Web Export Presets dialog appears.


Web Export Presets
Web Export Preset Name
Web Detail – JPEG – Best Quality
Web Detail – JPEG – High Quality
Web Detail – JPEG – Medium Quality
Web Thumbnails – JPEG – Best Quality
Web Thumbnails – JPEG – High Quality
Web Thumbnails – JPEG – Medium Quality
Web – PNG – Sharpened
Image Format: JPEG
Include Metadata
Image Quality: 12
Gamma Adjust: 0.00
ColorSync Profile: sRGB IEC61966-2.1
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK

2 Select a web export preset on which to base your new preset, then click the Add (+) button.

A new preset, based on the export preset you selected, appears highlighted in the Web Export Preset Name list.

3 Enter a new name for the preset.

4 Change the export criteria as required, then click OK.

Modifying Web Export Presets

After examining a selected preset's settings, you may want to change something about the preset. To modify a selected preset, you can simply change the necessary settings and click OK. The next time you export using that preset, Aperture remembers your modified settings and exports your web images accordingly.

When you modify an existing preset, you lose its original settings.

To change a web export preset:

1. Do one of the following:
   - Choose Aperture > Presets > Web Export.
   - In the Webpage Editor, click the Export Web Pages button, then choose Edit from the Thumbnail Image Preset or Detail Image Preset pop-up menu.

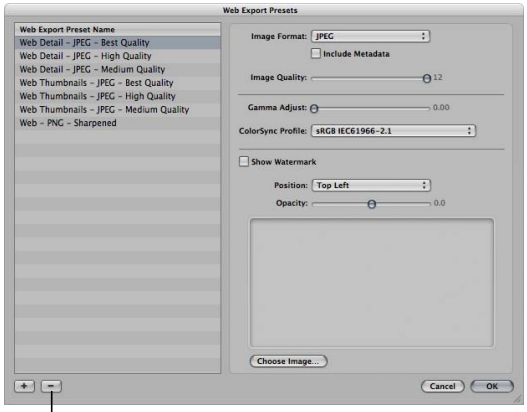
   The Web Export Presets dialog appears.
2. Select the export preset you want to change, modify its settings, then click OK.

Deleting Web Export Presets

You can delete web export presets when you no longer need them.

To delete a web export preset:

- In the Web Export Presets dialog, select the preset, then click the Delete (–) button.


Web Export Presets
Web Export Preset Name
Web Detail – JPEG – Best Quality
Web Detail – JPEG – High Quality
Web Detail – JPEG – Medium Quality
Web Thumbnails – JPEG – Best Quality
Web Thumbnails – JPEG – High Quality
Web Thumbnails – JPEG – Medium Quality
Web – PNG – Sharpened
Image Format: JPEG
Include Metadata
Image Quality: 12
Gamma Adjust: 0.00
ColorSync Profile: sRGB IEC61966-2.1
Show Watermark
Position: Top Left
Opacity: 0.0
Choose Image...
Cancel
OK

Click the Delete button to delete the selected preset.

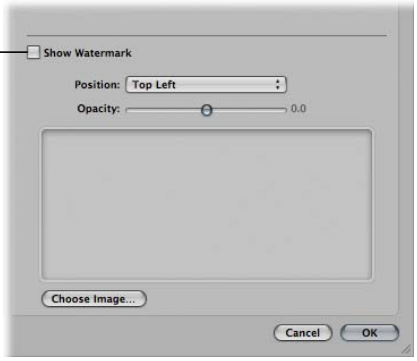
The preset is permanently deleted.

Adding Watermarks to Webpage Images

You can add a graphics file to your images as a watermark to discourage others from using your images without your permission. Watermarks are especially useful when applied to images posted on the web.

To create a preset that adds a watermark to your exported web images:

1. Choose Aperture > Presets > Web Export.
2. In the Web Export Presets dialog, select the web export preset you want to modify, or click the Add (+) button to create a new preset.
3. Select the Show Watermark checkbox.



4. Click the Choose Image button.
5. Select the image you want as a watermark, then click Choose.
6. Choose where you want the watermark to appear on the image from the Position pop-up menu.
7. To adjust the opacity of the watermark, drag the Opacity slider to a new position.

8 When you're satisfied with how your watermark appears in the watermark preview area, click OK.

Tips for Creating High-Quality Watermarks

Use the following guidelines to create high-quality watermarks for your images:

- Save your watermark as a .psd (Photoshop) file with a transparent background.
- Create multiple sizes of your watermark so that you can select the one that is the best match for the output size of the exported image.

  Note: If a watermark file is larger than the image you wish to export, Aperture automatically scales the watermark down to fit the image. (Aperture does not scale watermarks up.)
- After you create a watermark, save it as part of a web export preset, so you can reuse it as often as you need.

  Note: Export presets and web export presets are independent of one another. Make sure to save your watermark as part of the appropriate preset.

Creating Books

19

With Aperture, you can easily create books of your images that you can print using Apple's print vendor, your own print vendor, or your own printer.

This chapter provides instructions for using the selection of book designs and page layouts included in Aperture to create impressive books of your images.

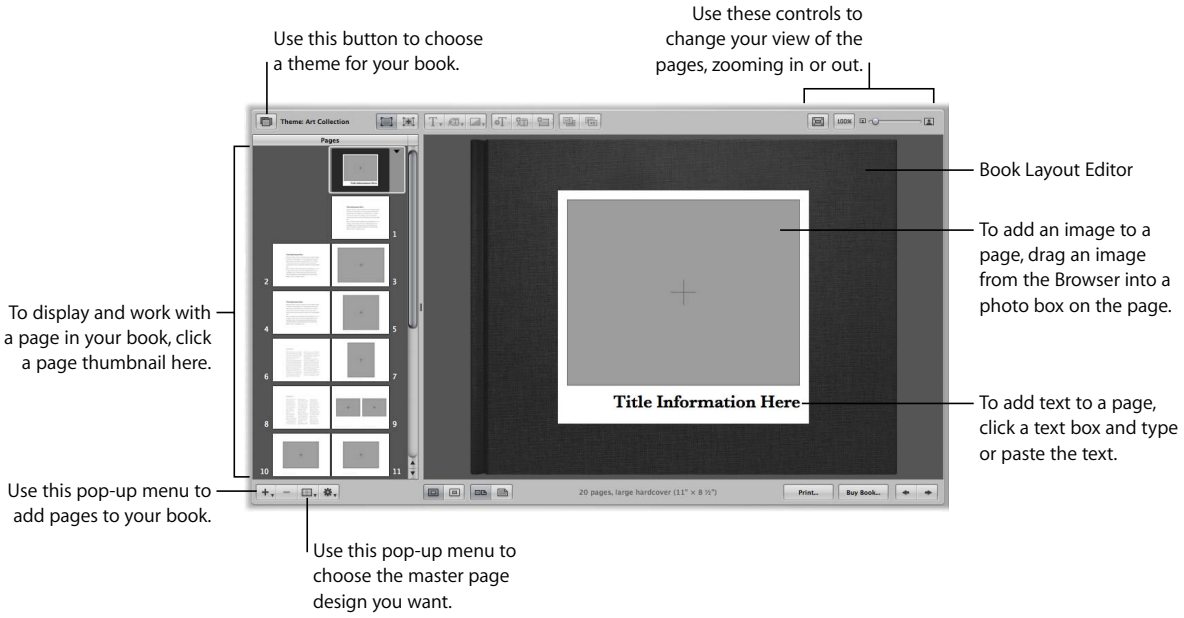
You can order printed books using Apple's print vendor service which provides excellent printed results and direct delivery to you or your clients. You can also print your books on your own color printer, or create files that you can hand off to a print vendor. With Aperture, you can print outstanding portfolios of your works that effectively show your images in their best light.

This chapter covers:

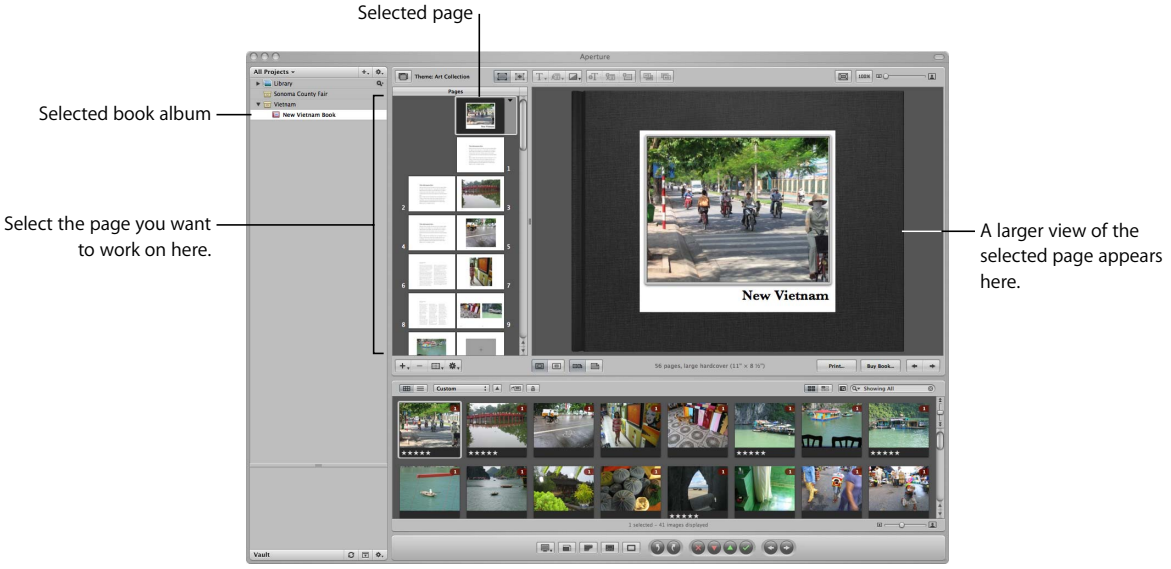
- An Overview of Creating Books (p. 358)
- Planning Your Book (p. 363)
- Creating a Book Album (p. 365)
- Controls in the Book Layout Editor (p. 366)
- Choosing a Theme (p. 369)
- Viewing Pages (p. 370)
- Placing Images in a Book (p. 372)
- Adding and Removing Pages (p. 374)
- Working with Pages (p. 379)
- Working with Images (p. 383)
- Working with Text (p. 388)
- Working with Master Pages (p. 393)
- Copying a Book Album (p. 396)
- Printing Books (p. 397)

An Overview of Creating Books

Aperture provides options for creating a print book to suit a variety of needs. When you select or create a book album in the Projects panel, the Book Layout Editor appears above the Browser. You use the Book Layout Editor to set up the page structure of your book and place images and text on the pages.

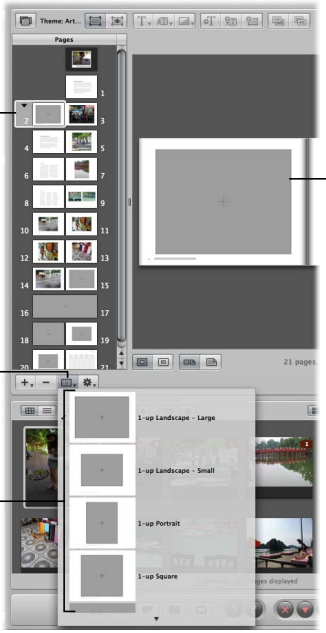

Use this button to choose a theme for your book.
Use these controls to change your view of the pages, zooming in or out.
Book Layout Editor
To add an image to a page, drag an image from the Browser into a photo box on the page.
To add text to a page, click a text box and type or paste the text.
To display and work with a page in your book, click a page thumbnail here.
Use this pop-up menu to add pages to your book.
Use this pop-up menu to choose the master page design you want.
Theme: Art Collection
Pages
Title Information Here
20 pages, large hardcover (11" × 8 ½")
Print...
Buy Book...

The Pages panel on the left shows thumbnails of your book pages. You can scroll through the thumbnails and click one to select a page of your book to work on. A larger view of the selected page appears on the right.


Selected page
Selected book album
Select the page you want to work on here.
A larger view of the selected page appears here.
New Vietnam

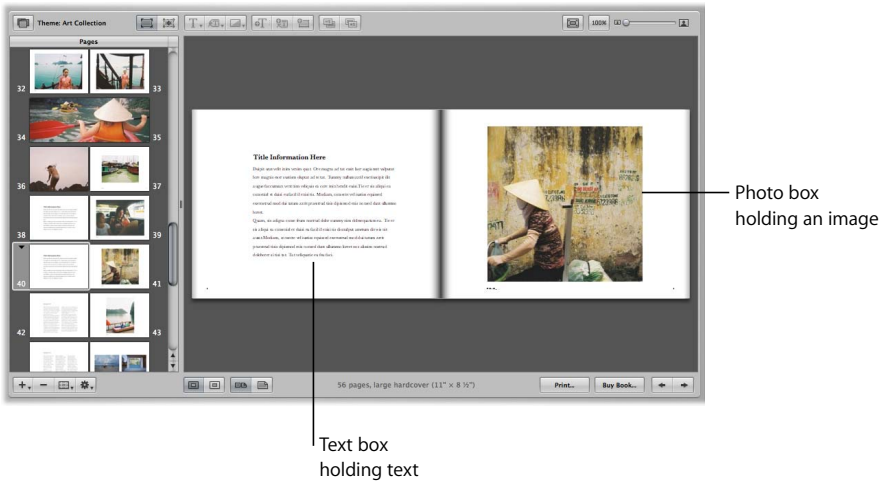
Books are based on a theme, or design, and master page layouts that present your images in a standardized way. Click the Theme button to see the themes you can choose.

When you choose a theme, the Book Layout Editor provides a professionally designed set of master pages that determine how you mix text and images on the page. For example, you can choose among master pages that create a cover page, pages of text in columns of various sizes, pages of images in different arrangements, and pages with different combinations of images and text. You'll find master pages provide a fast and convenient method for quickly laying out a book.


Selected page
The new page format appears here. You can drag images into the gray photo boxes that appear on pages.
Choose a master page design from the Set Master Page pop-up menu.
Choose the master page design you want here.
1-up Landscape – Large
1-up Landscape – Small
1-up Portrait
1-up Square

When you first create a book album in the Projects panel, Aperture automatically creates a default set of pages for you. You then use the Book Layout Editor to format your pages and create any additional pages you need.

You can apply a master page design to any selected page to define where your text and images appear. Pages appear with gray photo boxes to hold images and text boxes to hold text. To add images, you drag them into the photo boxes from the Browser. To add text, you select a text box and type or paste text into it. If you wish, you can also place metadata boxes next to images to display an image's version name, caption, keywords, and other metadata.

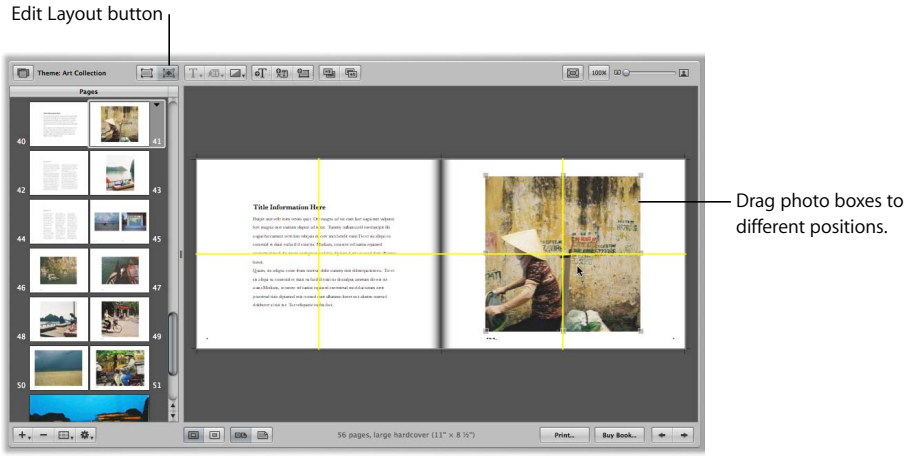


If you prefer, you can build a book page by page. You can add a new page to your book, choose a master page design, fill in images and text, and then create the next page, repeating the procedure for each page you add.

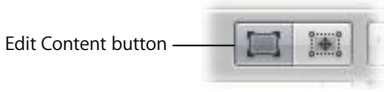
You can also select a group of images in the Browser and have Aperture automatically place them into pages in your book. Aperture creates as many pages as you need and fills them with your images. You can change the page design of individual pages later by applying different master page designs.

As you work on a book, you may need to adjust the layout of individual pages. For example, you may discover that one image in a group should appear slightly larger. You can move and resize the boxes that hold images on individual pages, making minor layout adjustments when a master page design doesn't quite suffice.

To change the design of a page, click the Edit Layout button. You can then work with the photo boxes and text boxes that appear on the page, resizing and rearranging them. The Book Layout Editor automatically displays grid lines that show you how the item you're working with aligns with other items already on the page.

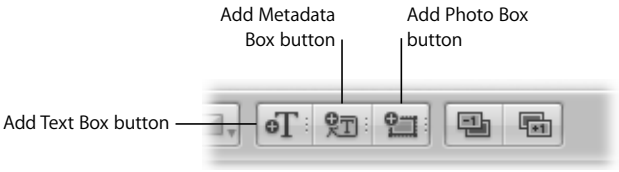


To add text and images to your pages without changing the page layout, click the Edit Content button. You can then add images and text to the page, but you can't move or resize the boxes on the page, which helps prevent unintended formatting changes.



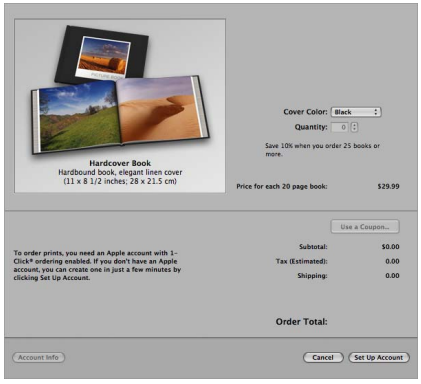
You can also add photo, text, or metadata boxes to a page when you need them.

Click the Edit Layout button and then click the Add Text Box, Add Metadata Box, or Add Photo Box button to add a new box to the page. When a box appears, you can resize and reposition it.



The Book Layout Editor also allows you to create covers, indexes, and blank pages, use automatic page numbers, and create or modify master page designs.

When your book is complete, you can purchase printed copies from the Apple print vendor for a fee.


Hardcover Book
Hardbound book, elegant linen cover
(11 x 8 1/2 inches; 28 x 21.5 cm)
Cover Color: Black
Quantity: 0
Save 10% when you order 25 books or more.
Price for each 20 page book: $29.99
Use a Coupon...
To order prints, you need an Apple account with 1-Click® ordering enabled. If you don't have an Apple account, you can create one in just a few minutes by clicking Set Up Account.
Subtotal: $0.00
Tax (Estimated): 0.00
Shipping: 0.00
Order Total:
Account Info
Cancel
Set Up Account

Note: Although you can create books larger than 99 pages, there is a 99-page limit for books ordered through the Apple print vendor. When you try to order the book, a dialog warns you that there are too many pages. If you plan to print a book using the Apple print vendor, make sure to keep the number of pages at or below the 99-page limit.

If you prefer to print your books yourself, you can print your book using your own office printer or export your book as a PDF file that you can send to a print shop for printing.

Planning Your Book

The amount of planning and work involved in creating a book varies with the type of project. If you're creating wedding photo albums, you may be primarily concerned with creating a reusable book design into which you can quickly place images that tell the wedding story. The end result may be one or several printed copies per project.

On the other hand, producing a large book, such as a coffee table book, may require a good deal of planning, writing, design, page composition, proofing, and production work. In addition, you'll want to look ahead and decide how the manuscript should be printed and bound, the number of copies for the print run, and what copyright and permissions information your book should include.

For relatively simple books, here are some of the typical steps in the publishing process:

1. Gather your initial selection of images in the Light Table and arrange them to tell the story you want.
2. Roughly plan the arrangement of images on each page.
3. If you'll be adding text to your images, you may want to write, edit, and spell-check your text using a word processor. You can then easily cut and paste the text into your book later.
4. Choose a cover image and decide what text should appear on the cover.
5. Create any copyright or permissions notices you need.
6. Create a book album and choose a theme for your book.
7. Place the book's images in the book album and order them as they should appear in the book. Don't place the images on your pages yet.
8. Specify any overall settings for the book, such as size, hardcover or softcover binding, page numbering, and so on.
9. Create the number of pages you need and apply master page designs to them.
10. Have Aperture automatically place your images, or drag the images onto your pages.
11. Reposition and resize images, adjusting individual page layouts if necessary.
12. Add text to your pages and cover.
13. Print a proof and carefully review the text and layout of the book.
14. Send the book to be printed using Apple's print vendor or create a PDF file that you can print or send to a print vendor. If you create a PDF file, make sure to include all the fonts you used in your book in the PDF file.

If you're creating a larger, more complex book, you'll want to contact a print vendor early to make sure you consider printing issues such as the choice of paper stock, the use of inks and varnishes, review of bluelines, binding, packaging, shipping, and pricing.

If you routinely produce printed albums, you can create a book album that you can copy and reuse with each new project. After setting up master pages and individual page layouts, you can copy the book album to another project and then substitute the new images, increasing your publishing productivity greatly. You can then customize certain pages, such as your cover, to provide any unique touches you like.

Creating a Book Album

You can create a book album two ways:

- Select the images you want in the book and then create a new album holding the selection.
- Create a new book album and then drag the images you want into it.

To create a book album from a selection of images:

1. Select the images you want to use in the book, then do one of the following:
   - Choose File > New From Selection > Book.
   - In the Projects panel, choose New Book From Selection from the Add to Library pop-up menu.
   - Click the New Book Album button in the toolbar.
2. In the dialog that appears, specify the following:
   - *Theme list:* Select a theme in the list to see a preview of its design on the right.
   - *Book Size pop-up menu:* Choose the physical size of the book.
3. When you're ready, click Choose Theme.

   A new, untitled book album appears in the Projects panel that includes the selected images.
4. Rename the book album.

To create a new, empty book album:

1. Do one of the following:
   - Choose File > New > Book.
   - In the Projects panel, choose New Empty Book from the Add to Library pop-up menu.
2. In the dialog that appears, specify the following:
   - *Theme list:* Select a theme in the list to see a preview of its design on the right.
   - *Book Size pop-up menu:* Choose the physical size of the book.
3. When you're ready, click Choose Theme.

   A new, untitled book album appears in the Projects panel.
4. Rename the book album.

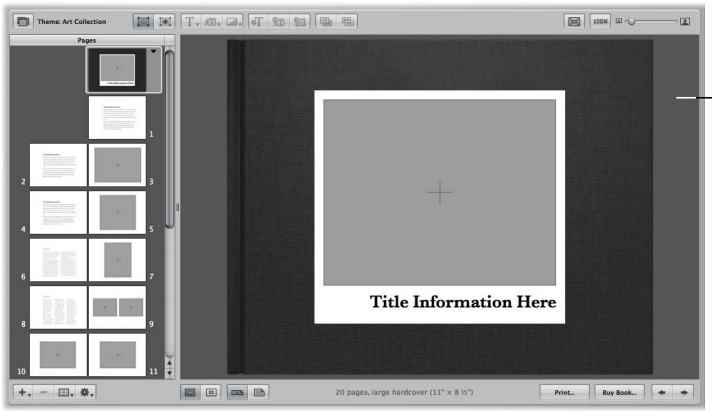
To add images to the empty book album:

1. Select the project that holds the images in the Projects panel.

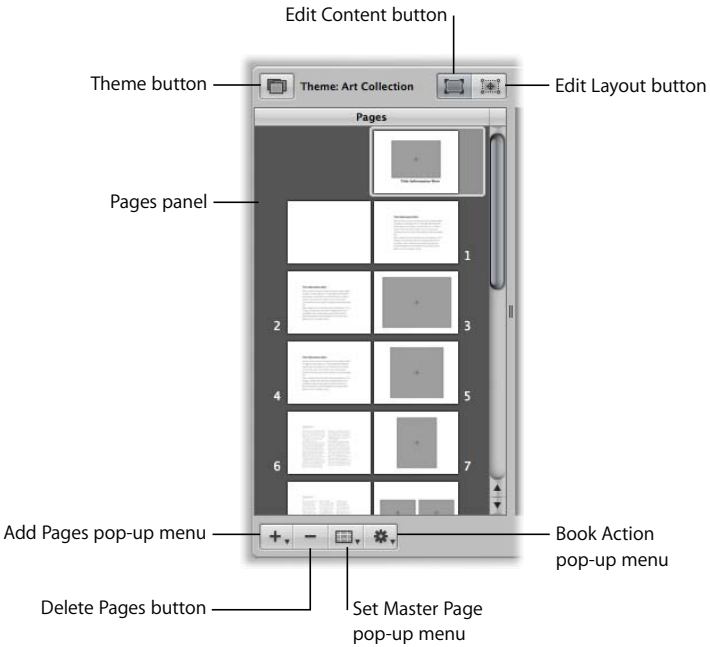
   The project's images appear in the Browser.
2. Drag the images from the Browser to the book album in the Projects panel.

Controls in the Book Layout Editor

The Book Layout Editor is where you design the layout of pages in your book and add images and text to pages.

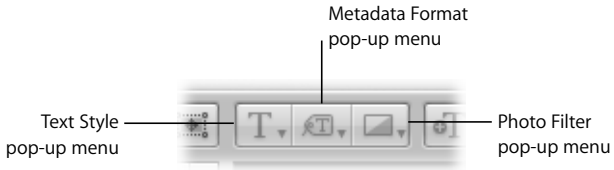

Theme: Art Collection
Pages
Title Information Here
20 pages, large hardcover (11" × 8 ½")
Print...
Buy Book...
The Book Layout Editor is where you design your book.

The following controls are available for working with books in the Book Layout Editor.

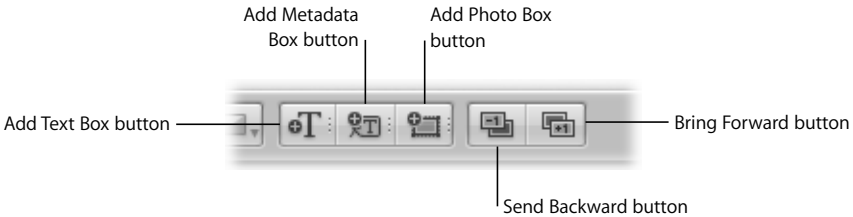


- *Theme button:* Click this button to choose a theme for your book's pages.
- *Edit Content button:* Click this button to edit the text on your pages.
- *Edit Layout button:* Click this button to change the page layout. You can then select text, metadata, and photo boxes on the page and move and resize them as you like.

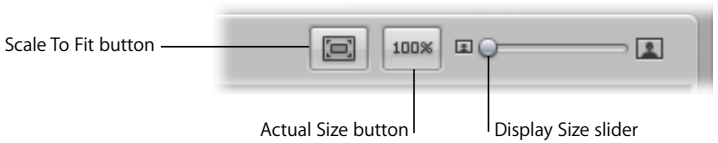
- *Pages panel:* Click here to see an individual page in the book.
- *Add Pages pop-up menu:* Choose an option from this pop-up menu to add a page or pages to the book.
- *Delete Pages button:* Click this button to delete the selected page or pages from your book.
- *Set Master Page pop-up menu:* Choose the master page you want to apply to a selected page.
- *Book Action pop-up menu:* Choose options to reflow the images in a book, add an index and page numbers, or add and change the look of text, metadata, and photo boxes.



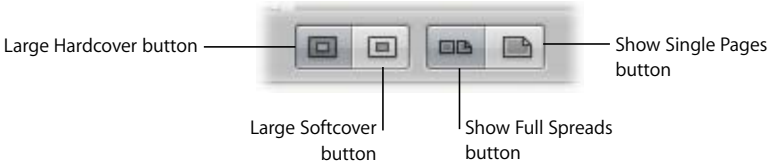
- *Text Style pop-up menu:* Choose the style of text you want for a selected text box.
- *Metadata Format pop-up menu:* Choose the type of metadata you want to display with your images.
- *Photo Filter pop-up menu:* Choose to apply various filters to an image to change its look.



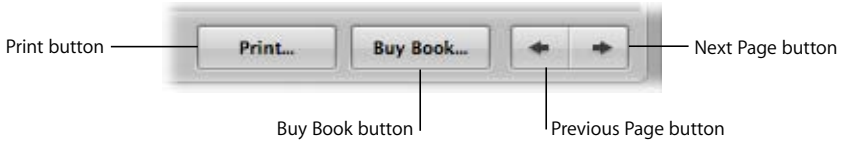
- *Add Text Box button:* Click this button to add a text box to the page.
- *Add Metadata Box button:* Click this button to add a metadata box to the page.
- *Add Photo Box button:* Click this button to add a photo box to the page to hold an image.
- *Send Backward button:* Click this button to move a selected box backward in the stacking order of overlapping text or image boxes.
- *Bring Forward button:* Click this button to move a selected box forward in the stacking order of overlapping text or image boxes.



- *Scale To Fit button:* Click this button to scale the display of your pages to fit the Viewer size.
- *Actual Size button:* Click this button to view the selected page at its actual size.
- *Display Size slider:* Drag this slider to increase or decrease the size of the page in the Viewer.



- *Large Hardcover button:* Click this button to specify your book format as a large hardcover book.
- *Large Softcover button:* Click this button to specify your book format as a large softcover book.
- *Show Full Spreads button:* Click this button to display two facing pages in the Viewer.
- *Show Single Pages button:* Click this button to view single pages only.



- *Print button:* Click this button to print book pages.
- *Buy Book button:* Click this button to purchase your book from Apple's print vendor.
- *Previous Page button:* Click this button to see the previous page of your book.
- *Next Page button:* Click this button to see the next page of your book.

Choosing a Theme

You choose a theme for your book when you create your book album. A theme provides a professionally designed set of master pages that determine how you place text and images on the page.

It's a good idea to explore the page styles and looks of Aperture themes. Some theme designs lend themselves better to presenting many pictures without much text, others to more traditional mixes of text and images, such as you might find in coffee table books. Once you know the characteristics of the different themes, you can choose the theme best suited to a project.

It's important to choose the theme you want at the beginning of a project. Each theme presents different combinations of master pages. Although you can change themes after you start a project and Aperture will attempt to convert your book structure to the new theme's master pages, you may need to redo some of your work to make up for differences between themes. Because themes are different, the conversion may not be exact. It's not recommended that you complete a book and then change themes to see it with different layouts.

> ***Warning:*** It's possible to lose text when you change themes. If you change book themes, make sure to first copy the text you've entered into another document so that you have a backup copy.

To choose a new theme for your book:

1. In the Book Layout Editor, click the Theme button.

A dialog appears alerting you that you may lose text when you change themes.

2. Click OK.
3. Choose a book size from the Book Size pop-up menu.
4. In the Themes list, select the theme you want.
5. Click Choose Theme.

After you change the theme, Aperture updates all your pages to use the new theme.

Viewing Pages

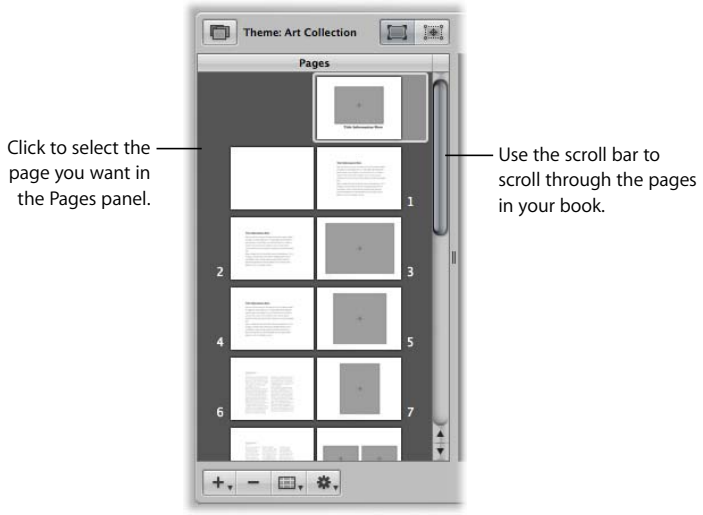
As you work on a book, you can select and view particular pages, and you can change your view of the pages. You can display your pages laid out singly or side by side, and you can enlarge or reduce your view of book pages.

Navigating to Book Pages

You can navigate to pages in your book by scrolling, pressing the arrow keys, or clicking the Previous Page and Next Page buttons.

To view a particular page in a book:

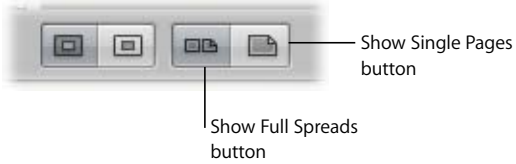
- Use the scroll bar in the Pages panel to scroll to the page you want, then click the page to select it.


Theme: Art Collection
Pages
Click to select the page you want in the Pages panel.
Use the scroll bar to scroll through the pages in your book.

You can also quickly scroll through your pages by pressing the arrow keys or clicking the Previous Page and Next Page buttons.

Displaying Single Pages or Spreads

You can set the Book Layout Editor to display your pages singly or side by side. For example, you can display the pages side by side to see how images work in two-page spreads.



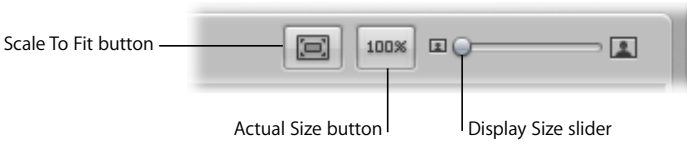
To display pages singly or side by side:

- Click the Show Single Pages or Show Full Spreads button.

Note: Printing single- or double-sided pages is a function of your printer and the options available in the printer's Print dialog. If you're purchasing printed books from Apple's print vendor, your book is automatically printed double-sided.

Resizing the Page View

You can reduce or enlarge your view of your book pages. For example, you might enlarge the display of your pages to closely inspect details, or reduce your view to get an overview of the general page composition.



To reduce or enlarge the display of your pages:

- Drag the Display Size slider left or right to change your view.

To return your page view to a size that fits the current screen size:

- Click the Scale to Fit button.

To change the page view to show the actual size of the page:

- Click the Actual Size button.

Placing Images in a Book

You can place images manually on your pages, or have Aperture automatically fill your pages with the images in a book album.

Placing Images Manually

You can place images in a book manually by dragging them in one at a time.

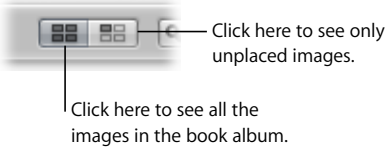
To add images to the book manually:

- Drag an image from the Browser to a photo box on the page.

Viewing Images to be Placed in a Book

Once an image is placed in the book, its Browser thumbnail is marked with a number to show how many times it appears on the pages of the book.

In a long book with many images, it can at times be difficult to know which images have been placed in a book. To help you work efficiently, you can click the Show Unplaced Images button to see only the images that remain unplaced.



To display only unplaced images in the Browser:

- Click the Show Unplaced Images button.

To display all an album's images in the Browser:

- Click the Show All Images button.

To inspect selected images in detail, you can also quickly display them in a standard Viewer. When the Book Layout Editor is open, the Browser provides a button for quickly switching to a standard Viewer.

To display a selection of images in a book album in a standard Viewer:

1. Select the images in the Browser.
2. Click the Show Viewer button.

To return to the Book Layout Editor, click the Show Viewer button again.

Making Adjustments to Images in a Book

You can't select and use the Crop, Straighten, Spot & Patch, and Red Eye tools in the toolbar when using the Book Layout Editor. To use these tools to make a change to an image in your book, select the image in the Browser, then click the Show Viewer button. The selected image appears in the Viewer and you can make your changes. Click the Show Viewer button again to return to the Book Layout Editor.

Placing Images Automatically

You can have Aperture automatically place your images in a book. It's a good idea to set up the page structure of your document first by creating the number of pages needed and assigning the master page layouts that you want. Then arrange your images in the Browser in the order in which they should appear in the book, and you can have Aperture flow the images into the structure you created.

You can place all the unplaced images into your book at once, or you can select specific images and have Aperture flow them into any empty pages. For example, you might select several images and have Aperture flow them into the first several pages of your book, and then select several more images and have Aperture flow them into the following pages.

If you prefer, you can have Aperture create as many pages as necessary to hold all your images and place them on the pages. Aperture creates new pages using master page designs from the selected theme and fills them with your images. You can then change the master page assignments if you wish.

Flowing Unplaced Images

When you create a structure of pages to hold your images, you can have Aperture flow in unplaced images. If more pages are required to hold your images than your book currently has, Aperture creates more pages. If you've already placed some images on pages in the book, Aperture flows in images beginning with the first empty photo box.

To have Aperture place unplaced images:

- Choose Autoflow Unplaced Images from the Book Action pop-up menu.

Flowing Selected Images

You can select images in the Browser and have Aperture flow them into the current page structure, starting with the first empty photo box. For example, you can select two images in the Browser and have Aperture flow them into the first two empty photo boxes of your book. You can thus flow images into a document's page structure little by little as you create a series of pages. If you select more images than your current page structure can hold, Aperture creates new pages as necessary to hold your images.

To have Aperture place selected images:

1. Select the images you want to place in the book.
2. Choose Autoflow Selected Images from the Book Action pop-up menu.

Adding and Removing Pages

When you create a book album, Aperture automatically sets up default pages laid out for you. You can select and change these pages to suit your book's requirements, and you can add and remove pages as needed. You can insert new blank pages wherever you want in your book. After adding pages, you can drag them in the Pages panel to new locations in the book.

You can:

- Add individual pages one at a time to a book
- Have Aperture automatically add new pages to your book
- Select images and have Aperture create new pages to hold them
- Add images to new pages that use a specific master page design
- Add index pages that show thumbnails of all the images in the book

Adding Individual Pages to a Book

As you create a book, you can create new pages one by one and add them to your book.

To add a single page to your book:

1. Select a page in the Pages panel where the new page should appear.

   The new page will appear just after the selected page.

2. Choose Add New Page from the Add Pages pop-up menu.

   The new page appears in the Pages panel.

3. With the page selected in the Pages panel, choose a master page from the Set Master Page pop-up menu.

   The new page now has the page layout you chose.

You can also duplicate pages within a book.

To duplicate a single page in your book:

1. Select a page in the Pages panel where the new page should appear.

   The new page will appear just after the selected page.

2. Choose Duplicate Page from the Add Pages pop-up menu.

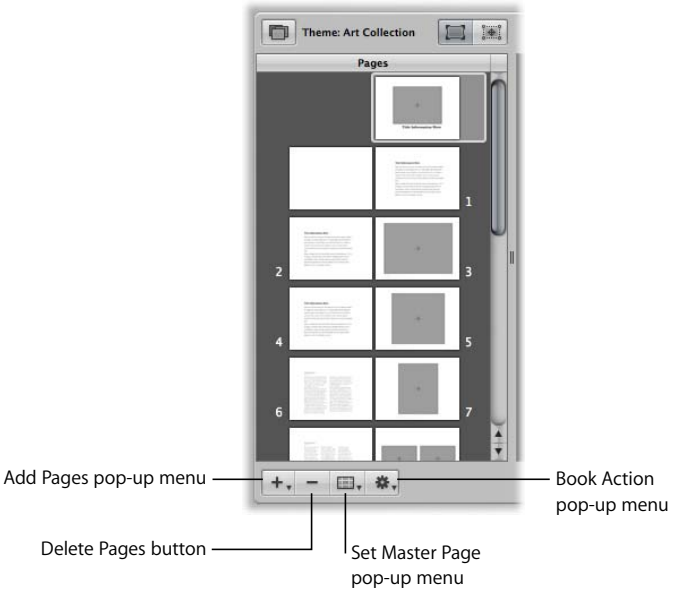
   A new page appears in the Pages panel.

3. With the page selected, choose a master page from the Set Master Page pop-up menu, if you wish.

   The new page now has the page layout you chose.

Automatically Creating New Pages

You can have Aperture automatically add pages to your book containing unplaced images in the book album. Aperture creates the number of pages needed to hold the remaining unplaced images.



To automatically place the unplaced images in pages added to your book:

1. Arrange the images in the Browser in the order in which you want them to appear in the book.
2. Select a page in the Pages panel where the new pages should appear.

   The new pages will appear just after the selected page.
3. Choose Add New Pages > With Unplaced Images from the Add Pages pop-up menu.

   All the unplaced images in the album are added to new pages in your book.

Adding New Pages to Hold a Selection of Images

You can also select a group of images and have Aperture automatically place them on new pages in your book. Aperture creates the number of pages needed to hold the selected images.

To add a selection of images to new pages in your book:

1. Select the images you want in the Browser.
2. Select a page in the Pages panel where the new pages should appear.

   The new pages will appear just after the selected page.
3. Choose Add New Pages > With Selected Images from the Add Pages pop-up menu.

   The selected images are added to your book.

Adding New Pages Based on a Master Page

You can add pages that are based on a specific master page to your book.

To add a new page based on a master page to your book:

1. To show master pages, choose Show Master Pages from the Book Action pop-up menu.
2. Select a master page in the Master Pages panel.
3. Select a page in the Pages panel where the new page should appear.

   The new page will appear just after the selected page.
4. Choose Add New Page From Master from the Add Pages pop-up menu.

   You can also select a master page and have Aperture place any unplaced images in new pages that are based on the master page.

To add pages based on a master page and have Aperture fill them with unplaced images:

1. To show master pages, choose Show Master Pages from the Book Action pop-up menu.
2. Select a master page in the Master Pages panel.
3. Select a page in the Pages panel where the new page should appear.

   The new page will appear just after the selected page.
4. Choose Add New Pages From Master > With Unplaced Images from the Add Pages pop-up menu.

   Aperture adds the unplaced images to new pages in your book. All the pages are based on the selected master page.

   You can also select images and have Aperture place them in new pages that are based on a master page.

To add pages based on a master page and have Aperture fill them with a selection of images:

1. To show master pages, choose Show Master Pages from the Book Action pop-up menu.
2. Select a master page in the Master Pages panel.
3. Select the images you want in the Browser.
4. Select a page in the Pages panel where the new pages should appear.

   The new pages will appear just after the selected page.
5. Choose Add New Pages From Master > With Selected Images from the Add Pages pop-up menu.

   Aperture adds the selected images to new pages to your book. All the pages are based on the selected master page.

Adding an Image Index to a Book

You can add index pages to a book that show thumbnails of all the book's images. Depending on the theme you choose, Aperture provides different looks and layouts for image indexes. Typically, the image index appears at the end of a book or at its beginning.

To add an index page to the end of your book:

1. To show master pages, choose Show Master Pages from the Book Action pop-up menu.
2. Select an index master page in the Master Pages panel.
3. Choose Add New Page From Master from the Add Pages pop-up menu.

   Add as many index pages as your book needs to hold all the images.
4. To fill the index pages at the end of your book, select all the images in your album and choose Autoflow Selected Images from the Book Action pop-up menu.

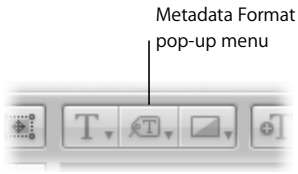
   All the selected images are flowed into the photo boxes on the index pages. You can also drag images into the index pages manually. If you want the index pages to appear in a different position in your book, you can drag them in the Pages panel.

   You can also add an index of metadata for the images to your book.

To add a metadata index to your book.

- Choose Create Index from the Book Action pop-up menu.

  Aperture adds index pages to the end of your book and updates the index with the metadata information from your images. You can change the metadata that appears in the index by selecting metadata boxes and changing the metadata format using the Metadata Format pop-up menu.



Working with Pages

As you work with your book pages, you can make a variety of design and text changes.

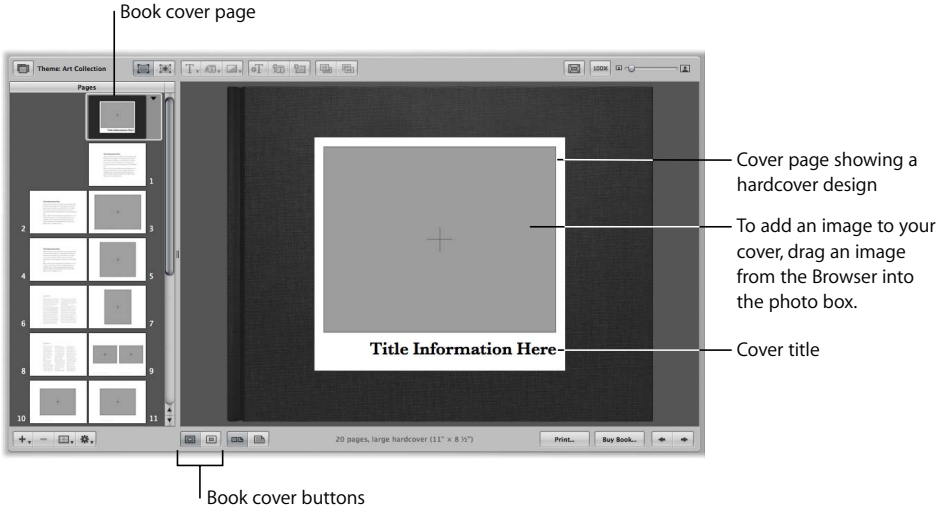
You can:

- Create a cover for a softcover or hardcover book
- Choose a master page design for your pages
- Copy pages
- Reorder pages in a book
- Remove pages from a book
- Choose a background image for a page
- Add page numbers to your pages
- Rebuild a book

Creating a Cover for Your Book

When you create a new book album, Aperture automatically creates a front cover page for your book. You can select the page and add a title, cover image or design, and other text or images that you like.

You can also choose between a softcover or hardcover design. Softcover designs have a white background, but when you select a hardcover design and purchase printed copies of the book from Apple's print vendor, you can choose from a selection of hardcover colors. Note that you can only add images and text to the front cover of your book; you can't specify images or text on the spine or back cover when purchasing books from Apple's print vendor. For more information about purchasing printed books from Apple's print vendor, see the electronic document *Ordering Books and Prints,* available from the Aperture Help menu.


Book cover page
Cover page showing a hardcover design
To add an image to your cover, drag an image from the Browser into the photo box.
Title Information Here
Cover title
Book cover buttons

To choose whether your book has a softcover or hardcover design, you click one of the book cover buttons.

To select a hardcover or softcover design for your book:

- Click the Large Hardcover or Large Softcover button.

If you don't plan to purchase printed books from the Apple print vendor, you may want to employ a graphic designer to create the front and back cover for you, or design the cover yourself using a graphics application.

Choosing a Master Page Layout

You select a design for your page by applying a master page layout. Aperture provides different master page layouts depending on the theme you chose. You can choose a page design from the Set Master Page pop-up menu. For example, you might create a single-image page, and later decide to change that page to hold two images.

You can apply different master page designs to a page to find the design that works best for your images and book.

To apply a master page design to a page:

1. Select the page in the Pages panel.
2. Choose the master page you want from the Set Master Page pop-up menu.

If you changed a page's design by repositioning or resizing boxes, and you want to start over with the original design, you can reapply the original master page design.

To reapply a master page design to a page:

1. Select the page you want to change in the Pages panel.
2. Choose Reapply Master from the Book Action pop-up menu.

Copying Pages

If you've made changes to a page and you'd like to use that page again in your book, you can duplicate it. Or, you might duplicate a page and then make small modifications to it, keeping both the new page design and the original for later use.

To copy pages:

1. Select the page or pages you want to duplicate.

   You can Shift-click pages in the Pages panel to select multiple pages.
2. Choose Duplicate Page from the Add Pages pop-up menu.

Reordering Pages in a Book

You can move pages within a book. If you need to move a particular page forward or backward in the page order, you can drag it to a new location in the book structure.

To move a page in your book:

1. Select the page in the Pages panel.
2. Drag the page to a new location.

Removing Pages from a Book

You can remove pages from a book. Removing pages removes the contents of the page, and remaining pages simply reflow to fill the deletion. You cannot remove the cover page of a book.

To remove pages from your book:

1. Select the page or pages you want to remove in the Pages panel.

   You can Shift-click pages to select multiple pages.

2. Click the Delete Page button (or press the Delete key), then confirm that you want to delete the page or pages.

Choosing a Background Image

You can choose a background image to appear behind the other images on a page. For example, you might create a page that shows a bride and groom in the foreground and a church setting in the background. Or, you might choose a background image that complements the colors of a foreground image.

To choose a background image for a page:

1. Select the page in the Pages panel.
2. Drag the image you want over the page until you see the background change color, then release the mouse button.

To remove a background image:

1. Select the page in the Pages panel.
2. Click the page background to select the image.

   A white border appears around the page outline.

3. Press the Delete key to remove the image.

Using Page Numbers in Your Book

Aperture can automatically provide page numbering in your books. Each theme provides page numbers in preset positions on the page. You can turn off page numbering if you wish. You cannot reposition page numbers on the page, or change the format of the page numbers.

To turn on page numbering:

- Choose Page Numbers > Always from the Book Action pop-up menu.

  You can also choose the Automatic option to turn on page numbering. When chosen, the Automatic option displays page numbers on pages when no images appear behind them.

To turn off page numbering:

- Choose Page Numbers > Off from the Book Action pop-up menu.

Rebuilding a Book

If you've made modifications to the design of a book and you want to start over with an unmodified design, you can have Aperture rebuild your book. Aperture rebuilds the book structure using the default series of master page designs and adds your images to the revised pages. You lose any changes that you previously made to your pages. You can have Aperture place all the images in the Browser in the book, or place selected images in the book.

To rebuild a book with all the images in the Browser:

- Choose Rebuild Book With All Images from the Book Action pop-up menu.

To rebuild a book with a selection of images:

1. Select the images you want to place in the book.
2. Choose Rebuild Book With Selected Images from the Book Action pop-up menu.

Working with Images

As you add images to your pages, you can make adjustments to the page design. You can adjust the position of images within photo boxes and change box sizes and locations on the page. Aperture also allows you to change the look of your images by applying filters. For example, you can select a photo box and apply a sepia tone to the image it holds.

Adding Photo Boxes to a Page

After creating a page and applying a master page design, you may need to add more photo boxes to hold images on the page. You can select a different master page design that has more photo boxes, or you can add photo boxes where you need them.

To add a photo box to a page:

1. Click the Edit Layout button, if it's not already selected.
2. Select the page you want in the Pages panel.
3. Click the Add Photo Box button.

   When the photo box appears, you can drag it to a new position and resize it.

Changing How an Image Fills a Photo Box

Aperture is preset to scale images to fill a photo box. You can change the position of an image within a photo box, making it appear centered or aligned on the right or left edge.

To change how an image fills a box:

1. Click the Edit Layout button, if it's not already selected.
2. Select the photo box you want to change.
3. Choose Photo Box Alignment from the Book Action pop-up menu, then choose an alignment option from the submenu.
   - *To have an image scale to fit the size of the box on the page:* Choose Scale to Fill.
   - *To have an image appear centered in the box:* Choose Scale to Fit Centered.
   - *To have an image appear aligned on the left edge of the box:* Choose Scale to Fit Left-Aligned.
   - *To have an image appear aligned on the right edge of the box:* Choose Scale to Fit Right-Aligned.

You can also adjust the scaling of an image within a box. Aperture provides an Image Scale slider to rescale images.

To change the scale of an image in a photo box:

1. Double-click the image.

   A slider appears that allows you to adjust the scale of the image.
2. Drag the slider to adjust the image scale.

   Click outside the photo box to hide the slider again.

If an image is scaled so that only part of the image is visible within the photo box, you can change the part of the image that's visible.

To change the part of the image that appears in a photo box:

1. Double-click the image.

   A slider appears that allows you to adjust the scale of the image.
2. Drag the image to change the part that's visible within the box.

Changing the Aspect Ratio for a Photo Box

Pages hold photo boxes with specific sizes and aspect ratios. You can select a box and change the aspect ratio to fit the image. For example, you can change a box with a landscape orientation to one with a portrait orientation.

Aperture provides commands for creating photo boxes in the following aspect ratios:

- 4:3 landscape
- 3:2 landscape
- 2:3 portrait
- 3:4 portrait
- Square
- The aspect ratio of the current image

To change the aspect ratio for a photo box:

1. Click the Edit Layout button, if it's not already selected.
2. Select the photo box you want to change.
3. Choose Photo Box Aspect Ratio from the Book Action pop-up menu, then choose an aspect ratio from the submenu.
   - *To change a box to a 4:3 landscape aspect ratio:* Choose Landscape 4:3.
   - *To change a box to a 3:2 landscape aspect ratio:* Choose Landscape 3:2.
   - *To change a box to a 2:3 portrait aspect ratio:* Choose Portrait 2:3.
   - *To change a box to a 3:4 portrait aspect ratio:* Choose Portrait 3:4.
   - *To change a box to a square aspect ratio:* Choose Square.
   - *To create a box that fits the cropping of the current image in the box:* Choose Photo Aspect Ratio.

Arranging Images on the Page

You can resize and reposition photo boxes on the page. You must first select the Edit Layout button to enable changing the page format. You can then click boxes to select them. Once selected, image and text boxes show handles that you can drag to resize the box. You can also drag the content of the box to move the box to a new position.

As you drag a box, you'll see yellow guidelines appear that mark the important margins and image borders on your page. Using the guidelines, you can make sure that your boxes correctly align with other boxes on your pages.

To arrange photo boxes on the page:

1. Click the Edit Layout button, if it's not already selected.
2. Select the photo box you want to move or resize.
3. Drag the box to a new location, or drag a handle on the selected box to change the image's size.

Copying, Pasting, Cutting, and Removing Images from Photo Boxes

After you place images in photo boxes on your pages, you can select a box or group of boxes and copy and paste the contents, or cut or remove the images from boxes.

To copy and paste the contents of selected boxes:

1. Click the Edit Content button, if it's not already selected.
2. Select the photo box or boxes whose contents you want to copy.
3. Choose Edit > Copy Content.
4. Select the photo box or boxes where you want the copied contents to appear.
5. Choose Edit > Paste Content.

To copy selected boxes:

1. Click the Edit Layout button, if it's not already selected.
2. Select the box or boxes you want to copy.
3. Choose Edit > Copy.
4. Select the page where you want the copied photo box or boxes to appear.
5. Choose Edit > Paste.

To cut the contents of selected boxes, placing the contents in the Clipboard:

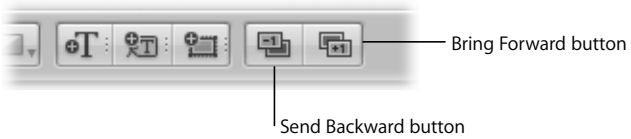
1. Click the Edit Content button, if it's not already selected.
2. Select the photo box or boxes whose contents you want to cut.
3. Choose Edit > Cut Content.

To remove the contents of selected boxes without saving them in the Clipboard:

1. Click the Edit Content button, if it's not already selected.
2. Select the box or boxes whose contents you want to remove.
3. Press the Delete key.

Stacking Photo Boxes in a Specific Order

As you arrange boxes on the page, perhaps overlapping them to create a certain look, you may want to change their stacking order. For example, you might want to place three images on top of one another in a specific order. To change the stacking order of boxes, you select a box and then click the Bring Forward or Send Backward button.



To change the order of a stack of boxes:

1. Click the Edit Layout button, if it's not already selected.
2. Select the box whose stacking order you want to change.
3. Do one of the following:
   - Click the Bring Forward or Send Backward button.
   - Choose Arrange from the Book Action pop-up menu, then choose an option from the submenu.

Removing Photo Boxes

After creating a page and applying a master page design, you may want to remove one or more photo boxes from the page. You can choose a different master page design that has fewer photo boxes, or you can remove photo boxes from the page.

To remove photo boxes from a page:

- Click the Edit Layout button, select a photo box or boxes, then choose Edit > Cut (or press Delete).

Changing the Look of Images with Filters

Aperture allows you to change the look of images by applying filters. For example, you might apply a filter that fades an image so that you can position text over it to create an interesting cover. You can also apply filters that change an image to black and white or sepia.

To apply a filter to a photo box:

1. Select the photo box that contains the image you want to change.
2. Choose the filter style you want from the Photo Filter pop-up menu.

Note: When you apply a filter to an image in a book and then examine the image with the Loupe, the image appears without the filter effect. The filter is applied only to the image in the book, not to the image source. The Loupe displays the image source.

Working with Text

As you work with your book layout, you can add text and position it on the page.

You can:

- Place text on the page by entering it in text boxes
- Add new text boxes to the page
- Add metadata boxes that display an image's metadata
- Choose the style of your text, changing the font, font style, and font size
- Arrange text on the page by changing the size and position of text boxes
- Change the number of text columns on the page
- Remove text boxes from the page

You can make text changes to individual pages in your book, or change master pages to create template pages with custom text styles and layouts.

Placing Text on the Page

Master page designs provide text boxes that you can select and enter text into. You can also copy text and paste it into text boxes.

To add text to a text box:

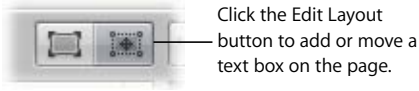
1. Click the Edit Content button, if it's not already selected.
2. Select the page you want to work on in the Pages panel.
3. Select the text box you want to change.
4. Select any existing text and type or paste in the text you want.

Adding Text Boxes to a Page

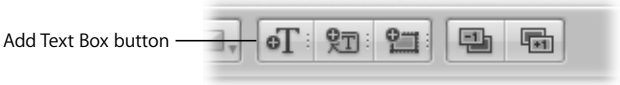
When you want to add text to a page and need another text box, you can add one and position it where you want.

To add a text box to a page:

1. In the Pages panel, select the page to which you want to add text.
2. Click the Edit Layout button.



3. Click the Add Text Box button.



A new text box appears on the page.

4. Drag the new text box to the location you want.

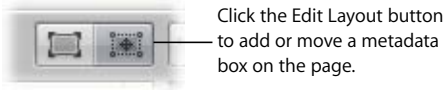
You can resize a text box by dragging its resize handles.

Adding Metadata Boxes to a Page

You can display your images on the page with the metadata associated with them. To display an image's metadata, you add a metadata box to the page and link it to the image.

To add a metadata box to a page:

1. In the Pages panel, select the page to which you want to add the metadata box.
2. Click the Edit Layout button.



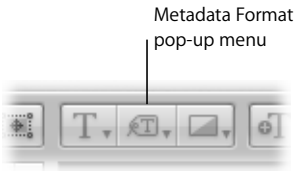
3. Select the photo box to which you want to add a metadata box.
4. Click the Add Metadata Box button.

A new metadata box appears on the page.

5 Drag the new metadata box to the location you want.

You can resize a metadata box by dragging its resize handles.

6 Choose the type of metadata you want displayed in the box from the Metadata Format pop-up menu.



You can unlink a metadata box from its selected image and relink it when necessary.

To unlink a metadata box:

1 In the Pages panel, select the page that has a metadata box you want to unlink.

2 Select the metadata box you want to unlink.

3 Choose Unlink Metadata Box from the Book Action pop-up menu.

To relink a metadata box:

1 In the Pages panel, select the page that has the metadata box you want to link.

2 Command-click the metadata box and the photo box you want to link to select them.

3 Choose Link Metadata Box from the Book Action pop-up menu.

Hiding or Showing Image Plate Numbers in Books

You can turn on or off the display of plate numbers in your books and web galleries. Aperture is preset to not display plate numbers for images.

To turn on the display of plate numbers in a book:

- In the Book Layout Editor, choose Enable Plate Metadata from the Book Action pop-up menu.

Choosing a Text Style

You can assign text styles to text and metadata boxes to change the look of your text. Aperture master pages come with preset text styles that include designs for important text elements such as cover text, subtitles, headings, and paragraph text. You can easily apply these styles to text and metadata boxes as you work.

To change the text style of a text or metadata box:

1. Select the text or metadata box you want to change.
2. Choose a text style for your text from the Text Style pop-up menu.

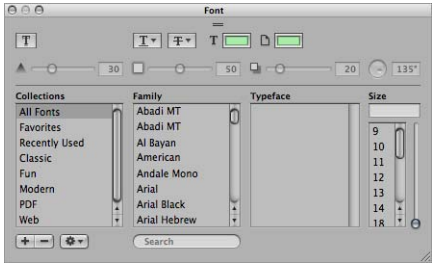
Making Font Changes in Books

Aperture provides a Font window that you can use to change fonts in your books. You can select text in a text box on a page and change the font, font size, font color, and more.

Important: Aperture follows the text-smoothing preferences you have set up in the Appearance pane of System Preferences. The default setting for Mac OS X doesn't smooth fonts that are 8 points in size or smaller. This setting only affects the appearance of fonts onscreen; the fonts will appear smoothed when printed.

To show the Font window:

- Choose Edit > Show Fonts (or press Command-T).



Arranging Text on the Page

You can resize and reposition text and metadata boxes on the page. You must first select the Edit Layout button to enable changing the page format. When you click boxes to select them, the boxes show handles that you can drag to resize the boxes. You can also drag the contents of a box to move the box to a new position.

To arrange text on the page:

1. Click the Edit Layout button, if it's not already selected.
2. Select the page you want to work on in the Pages panel.
3. Select the text box you want to move or resize.
4. Drag the box to a new location, or drag a handle on the selected box to change the image's size.

Changing the Number of Columns of Text

You can change a text box so that it's formatted to hold from one to four columns of text.

To change the number of text columns in a text box:

1. Click the Edit Layout button, if it's not already selected.
2. Select the text box.
3. Choose Text Box Columns from the Book Action pop-up menu, then choose the number of columns you want from the submenu.
4. If necessary, resize the text box to better accommodate the changed column layout of the box.

Removing Text Boxes from a Page

After creating a page and applying a master page design, you may want to remove one or more text boxes from the page. You can choose a different master page design that has fewer text boxes, or you can manually select and remove text boxes.

To remove text or metadata boxes from a page:

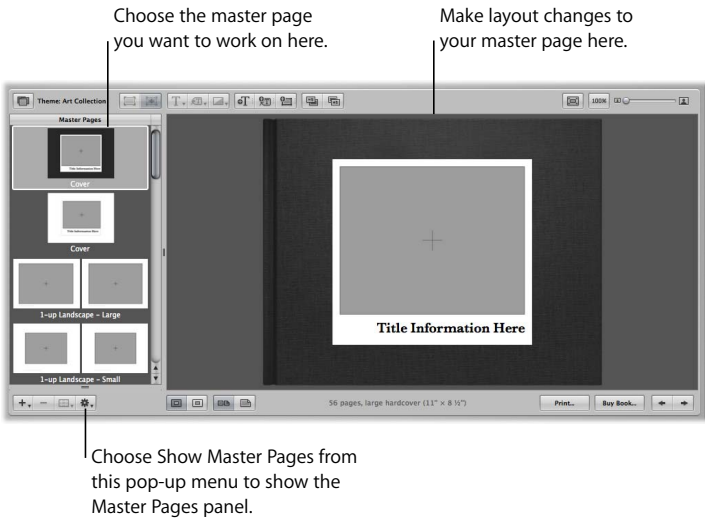
1. Click the Edit Layout button.
2. Select the text or metadata box you want to remove, then choose Edit > Cut (or press Delete).

Working with Master Pages

Master pages supply the initial design of your pages. As you create pages, you apply master page designs repeatedly throughout a book.

If you plan to make reusable book albums, you can customize the page designs of a selected theme before creating your books. You can select a master page and modify it, changing the photo, text, and metadata boxes that appear on the page. You can also create new master pages to suit specific layout needs. To modify your pages, you can use the procedures for working with photo, text, and metadata boxes presented earlier in this chapter.

To modify a master page, you show master pages in the Master Pages panel, and then add a new page or select the page you want to work on. When you select a master page in the Master Pages panel, the Book Layout Editor displays an enlarged view of the page.


Choose the master page you want to work on here.
Make layout changes to your master page here.
Theme: Art Collection
Master Pages
Cover
Cover
1-up Landscape – Large
1-up Landscape – Small
Title Information Here
56 pages, large hardcover (11" × 8 ½")
Print...
Buy Book...
Choose Show Master Pages from this pop-up menu to show the Master Pages panel.

You can:

- View master pages
- Create new master page designs or modify existing master page designs
- Create left and right (facing page) versions of a master page, or combine left and right versions into one page
- Update your book with changes made to the master pages on which the book pages are based

Viewing Master Pages

To view and work on the master pages for a theme, you must show the master pages in the Master Pages panel.

To show master pages:

- Choose Show Master Pages from the Book Action pop-up menu.

The Master Pages panel appears above the Pages panel, showing thumbnails of the master pages for the selected theme. You can select master pages in the Master Pages panel to display and work on them. You can drag the border between the Master Pages panel and the Pages panel to resize the panel display.

To hide master pages:

- Choose Hide Master Pages from the Book Action pop-up menu.

Creating and Modifying Master Pages

You can create new master pages, or you can duplicate existing master pages and modify them. For example, if you decide to customize a two-photo layout from an original master page design, you can save the customized version and have multiple two-photo layouts that you can choose. Once you create a new master page, the master page name appears in the Set Master Page pop-up menu, where you can choose it to apply the design to pages in your book.

To create a new master page design:

1. Choose Show Master Pages from the Book Action pop-up menu.
2. Click a master page in the Master Pages panel.
3. Choose Add New Page from the Add Pages pop-up menu.
4. Rename the page if you wish.
5. Select the new master page and make your changes.

To duplicate and modify a master page design:

1. Choose Show Master Pages from the Book Action pop-up menu.
2. Select the master page you want to duplicate in the Master Pages panel.
3. Choose Duplicate Page from the Add Pages pop-up menu.
4. Rename the page if you wish.
5. Select the new master page and make your changes.

You can also change the design of a page in your book and save the changes to create a new master page.

To create a new master page design from a page in your book:

1. In the Pages panel, select a page in your book whose modifications you want to save as a master page.
2. Choose Save Page > As New Document Master from the Book Action pop-up menu.
3. Choose Show Master Pages from the Book Action pop-up menu, if necessary, to show the Master Pages panel.
4. Select the new master page in the Master Pages panel and rename it.

After updating the design of a page in your book, you can update the original master page with those changes.

To save changes in a book page to the original master page design:

1. In the Pages panel, select the page whose design you modified.
2. Choose Save Page > To Document Master from the Book Action pop-up menu.

Aperture updates the original master page with your design changes.

Unifying and Splitting Master Pages

Some master pages have left and right versions to match the book margins on the left and right facing pages. You can select a left or right master page and consolidate the two versions into one page.

To unify left and right versions of a master page:

1. Select a left or right master page in the Master Pages panel.
2. Choose Unify Master Page from the Book Action pop-up menu.

You can also select a master page that has only one version and split it into left and right versions.

To split a master page that doesn't have left or right versions into left and right versions:

1. Select a master page in the Master Pages panel.
2. Choose Split Master Page from the Book Action pop-up menu.

You can now adjust the position of items on the new pages to match the margins on the left and right pages.

Updating Book Pages with Master Page Changes

After you change a master page, the modified design can be applied to pages in your book. Aperture does not automatically update the design of pages whose master pages are modified later. However, you can choose to update the pages in a book with revised master page designs.

To update a page with a changed master page design:

1. In the Pages panel, select the page whose master page design you want to update.
2. Choose Reapply Master from the Book Action pop-up menu.

   Aperture applies the current master page design to the selected page.

Copying a Book Album

After you've set up a book structure that you like, you can reuse it for other projects. For example, you might create a wedding album book structure that you reuse frequently.

You can select and duplicate a book album. You can then remove the images from the album and replace them with others to fill the new book. Aperture can automatically flow the new images into the duplicated book structure.

To copy a book album and place new images in it:

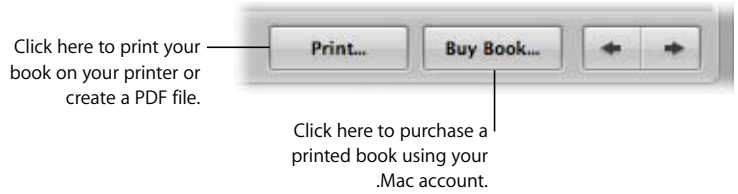
1. Select the book album in the Projects panel.
2. Choose File > Duplicate Book.
3. Drag the duplicate book album to a new project, if you wish.
4. With the duplicate book album selected in the Projects Panel, select an image in the Browser and choose Edit > Select All (or press Command-A).
5. To remove the images from the album, choose Images > Remove From Album (or press Delete).

   All the images are removed from the Browser and the book pages.
6. Select the project that has the images you want to place in the book.
7. Select the images and drag them to the duplicate book album in the Projects panel.
8. Select the duplicate book album in the Projects panel.
9. Arrange the images in the Browser in the order you want them to appear in your book.
10. Choose Autoflow Unplaced Images from the Book Action pop-up menu.

    The images are automatically placed in the book pages.

Printing Books

After you've created your book, you can purchase printed and bound copies from Apple's print vendor. You can also print your book using your own printer or create PDF files that you can send to clients or your own print vendor.


Click here to print your book on your printer or create a PDF file.
Print...
Buy Book...
Click here to purchase a printed book using your .Mac account.

If you plan to hand off your files to a print vendor, you can save your book either as a PDF file or a PostScript document. You can then deliver this file to the printer or lab. For more information about printing books on your printer, see Chapter 14, "Printing Your Images," on page 277. For information about purchasing printed books, see the electronic document *Ordering Books and Prints,* available from the Aperture Help menu.

Backing Up Your Images

20

To safeguard your photography portfolio, it's important to establish a reliable backup system and back up regularly.

This chapter provides instructions for using the Aperture backup system to back up the entire Aperture Library on a regular basis. Aperture clearly indicates how up to date your most recent backup is, and you can update your backups immediately whenever you wish. In the event of a rare equipment failure or unforeseen catastrophe such as a fire or weather-related damage, you can easily restore the entire Aperture Library onto your computer or a new computer.

This chapter covers:

- An Overview of the Backup Workflow (p. 400)
- Planning Your Backup System (p. 401)
- Working with the Vaults Panel (p. 402)
- Creating Vaults (p. 404)
- Updating Vaults (p. 405)
- Disconnecting a Vault's Hard Drive from Your System Temporarily (p. 406)
- Reconnecting a Vault's Hard Drive to your System (p. 406)
- Deleting a Vault Permanently (p. 407)
- Backing Up Images from a Portable in the Field (p. 407)
- Restoring Your Aperture System (p. 409)

An Overview of the Backup Workflow

Making backup copies of the Library affords you the reassurance that should an unforeseen incident cause the loss of your files, you can easily restore them from your backup vaults later. If you back up the Library regularly and store backups offsite, you run little risk of losing your work.

When you back up your images, Aperture makes a complete copy of the Library in its current state. If you remove items from the Library, those items are removed from the backup when it is next updated.

You can make and store as many complete backups of the Library as you wish. If you want to keep a historical archive of the Library, you'll need to devise a system of storing separate backups in some regular chronological order.

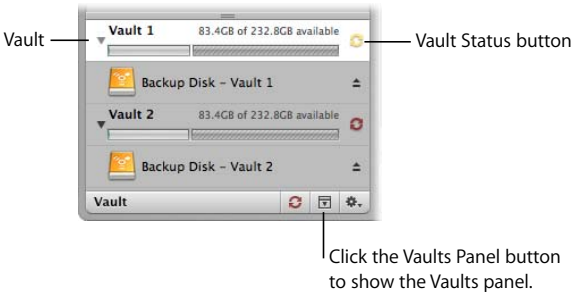
You set Aperture to back up a copy of the Library to a designated storage area called a *vault*. For safety and redundancy, use external hard disks to hold your vaults. Aperture lets you create as many vaults as you deem necessary. For example, you may want to create one vault on an external hard disk for daily backups and a second vault on another external hard disk that you keep offsite.

All the managed master file images, versions, and all metadata, previews, and adjustment information associated with your images are backed up. The versions, previews, and metadata associated with referenced images' master files are also backed up in the vault. Referenced images' master files are not backed up in the vault with the Library.

Important: Referenced images are not backed up in the vault with the Library. Because the digital master files for referenced images are stored outside of the Library, you must manage the backup and archiving of them yourself.

Although rare, mechanical failures and unexpected damage to your computer system can occur. And from time to time you may upgrade your equipment and need to move your portfolio to a new system. Aperture allows you to easily restore the entire Aperture Library from your backup disks onto your computer or a new system. For more information about restoring images and projects, see "Restoring Your Aperture System" on page 409.

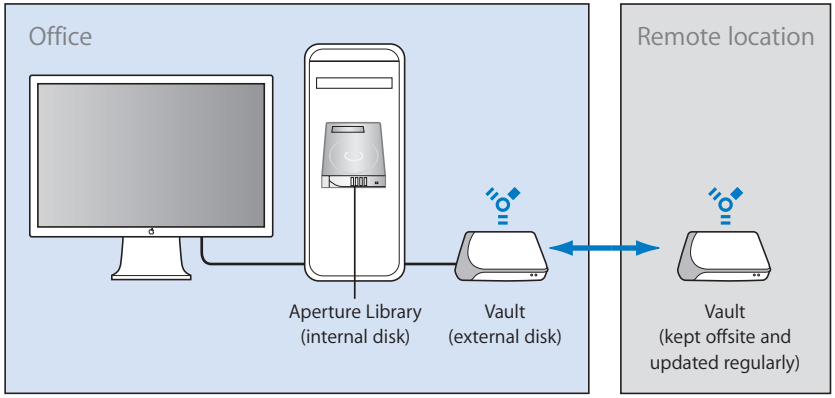
As you add to your photo library, Aperture automatically tracks which files have been backed up to each vault. When there are image files in the Library that are not backed up in a vault, the Vault Status button appears red. When your vault is up to date, the Vault Status button for the vault appears black. When you have made image modifications (such as image adjustment, metadata, or keyword changes) that have not been backed up in a vault yet, the button appears yellow. You can update your vaults at any time.



Planning Your Backup System

As you begin working with Aperture, it's important to perform regular backups of your images. When you import new images from your camera, you should immediately create a backup so that you have copies safely stored. As you routinely work with Aperture, creating new image versions and making adjustments, you'll want to make sure your work is copied to disk and your backup vaults are up to date.

A typical backup system used with Aperture might look like the following:



This system backs up the Aperture Library to two vaults stored on external hard disks. You routinely back up the Library on one external hard disk. You use the second hard disk as a backup that you keep offsite. You can then alternately back up the Library on your onsite external hard disk and swap it with the offsite hard disk to keep all your vaults updated.

To set up your Aperture backup system, you'll need to do the following:

1. Determine the number of vaults you need. For example, do you need one for routine backups, one for weekly backups, and one for offsite storage?
2. Determine the number of hard disks you need for routine backups.
3. Determine the number of hard disks you'll use for storing backups offsite.
4. Connect your hard disk drives to your computer.
5. Open Aperture and create the vaults you need, assigning a hard disk to each vault.
6. Update the new empty vaults with copies of the Aperture Library.
7. Disconnect one of the vault hard disks and take it to an offsite location for safekeeping.

When planning the amount of storage space you'll need, estimate the amount of disk space needed to hold your existing digital images (photos you plan to import into Aperture) and the amount of space you might need for new projects. For example, RAW images typically require 8 to 18 MB of disk space per file. Estimating the number of images in a typical project and the number of projects you usually do in a year, you can make a rough estimate of what might represent a year's storage space.

For step-by-step instructions for initially setting up your hard disks and backup system, see Appendix A, "Setting Up an Aperture System," on page 413.

Working with the Vaults Panel

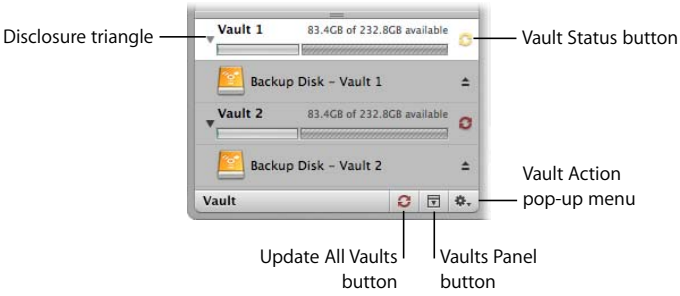
You use the Vaults panel at the bottom of the Projects panel to set the location of your vaults and check their status.

To show the Vaults panel, do one of the following:

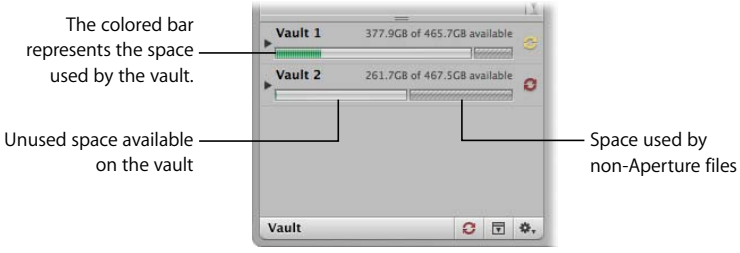
- Choose Window > Show Vaults (or press Shift-R).
- Click the Vaults Panel button.

Controls in the Vaults Panel

There are several controls that you'll use when you update vaults.



- *Disclosure triangle:* Click this to see the hard disk that is assigned to a vault.
- *Vault Status button:* Click this button to update a vault. The color of the Vault Status button indicates the state of the vault:
  - *Black:* The vault is up to date.
  - *Yellow:* All master files in the Library have been backed up, but a change has occurred to at least one version (such as an adjustment) that has not been backed up. The vault should be updated to safeguard your work.
  - *Red:* At least one master file in the Library has not been backed up. The vault should be updated to protect against the loss of master files.
- *Update All Vaults button:* Click this button to update all of your connected vaults at the same time.
- *Vaults Panel button:* Click this button to show or hide the Vaults panel.
- *Vault Action pop-up menu:* You can use this pop-up menu to add and remove vaults, as well as update a vault.
- *Disk space available:* Aperture keeps track of how much storage space is available on the hard disk used by a vault. Color-coded bars indicate the space used by the vault, unused space, and space used for other, non-Aperture files.

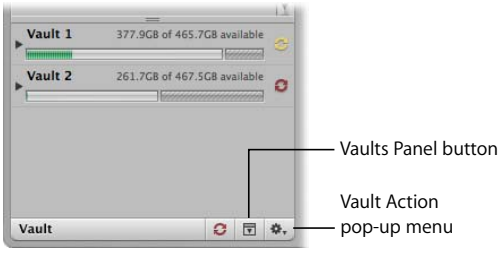


Creating Vaults

Before you can back up your files, you must create a vault and assign a hard disk to it. After you assign a disk to the vault, Aperture uses the vault to back up the entire Library. You can create additional vaults and assign hard disks to them, and each additional vault also records a complete backup of the Library.

To create a new vault:

1. Do one of the following:
   - Choose File > Vault > Add Vault.
   - Choose Add Vault from the Vault Action pop-up menu.

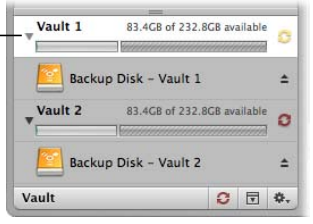


2. In the Add Vault dialog, specify the following options:
   - Type the name you want for the vault in the Vault Name field.
   - Choose where you want the vault stored from the Where pop-up menu.
3. Click Add.

Important: To ensure preservation of your image assets, make sure to assign a separate external hard disk drive to each vault.

To see the hard disk assigned to a vault:

- In the Vaults panel, click the disclosure triangle beside the vault name.


Click the disclosure triangle to see which hard disk is assigned to the vault.
Vault 1
83.4GB of 232.8GB available
Backup Disk – Vault 1
Vault 2
83.4GB of 232.8GB available
Backup Disk – Vault 2
Vault

You can easily see the amount of free space your vault has available next to the vault name. Make sure to assign enough disk space to the vault to ensure a complete backup of the Library and to allow the Library to grow as you import new images over time.

Updating Vaults

You can have Aperture update your vaults at any time. You can tell which vaults need to be updated by the color of the Vault Status button next to each vault. You can have Aperture update a particular vault or all of your vaults at once.

After you import new images into Aperture, you should make an immediate backup to ensure the digital files exist in more than one place. You can make an immediate backup of your imported images by updating an existing vault.

To update all connected vaults:

1. Do one of the following:
   - Choose File > Vault > Update All Vaults.
   - In the Vaults panel, click the Update All Vaults button.
2. In the dialog that appears, click Update All Vaults.

To update an existing vault:

1. Do one of the following:
   - Choose Window > Show Vaults (or press Shift-R).
   - Click the Vaults Panel button.
2. Select the vault you want to update.
3. Do one of the following:
   - In the Vaults panel, choose Update Vault from the Vault Action pop-up menu.
   - Click the Vault Status button beside the vault name.
4. In the dialog that appears, click the Update Vault button.

Disconnecting a Vault's Hard Drive from Your System Temporarily

You may routinely disconnect a backup hard disk drive from your Aperture system and take it to a safe offsite location. When you disconnect a backup hard drive from your computer, Aperture takes the associated vault offline. When you reconnect the hard drive again, Aperture automatically detects the hard disk and connects it to the corresponding vault.

To disconnect a vault's hard disk drive from your Aperture system:

1. Do one of the following:
   - Click the disclosure triangle next to the vault name to display the name of the hard disk assigned to the vault, then click the Eject button next to the hard disk name.
   - In the Finder, drag the hard disk icon for the drive to the Trash, or select the disk in the sidebar and click the Eject button.
2. Disconnect the hard disk drive from your computer.

Reconnecting a Vault's Hard Drive to your System

If you keep a backup of the Aperture Library on an offsite hard disk drive, you'll occasionally need to bring it in for updating. Aperture keeps track of the hard disks that have been disconnected from their vaults. When you reconnect a hard disk drive, Aperture automatically detects the hard disk, determines which vault it's assigned to, and reconnects the vault.

At times, you may rename a backup hard disk drive or add a new one and copy a vault to the new drive. In this case, you need to specify the location, or path, of the new or changed backup hard disk drive.

To specify a vault's new location or path:

1. Connect the hard disk drive to your computer.
2. To show the Vaults panel, do one of the following:
   - Choose Window > Show Vaults (or press Shift-R).
   - Click the Vaults Panel button.
3. Select the vault to be updated to a new path.
4. Choose Update Vault Path from the Vault Action pop-up menu.
5. Navigate to the location of the vault on the hard disk drive, select it, and click Update Path.

Deleting a Vault Permanently

You can delete an entire vault and all the images on it when you need to reconfigure your backup system. This is useful when you have moved your backup vault to a larger-capacity hard disk and you want to delete the vault information from the current hard disk drive to use it for other purposes.

To permanently remove a vault and delete its information:

1. In the Vaults panel, select the vault you want to remove.
2. Do one of the following:
   - Choose File > Vault > Remove Vault.
   - Choose Remove Vault from the Vault Action pop-up menu.

   A dialog appears asking if you want to remove the vault.
3. Click one of the following buttons:
   - *Remove Vault:* When you click this button, Aperture no longer tracks the vault, but the vault's files remain on the hard disk.
   - *Remove and Delete Vault:* When you click this button, Aperture no longer tracks the vault, and the vault's files are deleted from the hard disk.

Backing Up Images from a Portable in the Field

Some photographers who work in the field capture images and store them temporarily in an Aperture Library on a portable computer. It's important to use a safe and reliable way of updating your main Aperture system with new images from the field.

To update your main system's Library without risking overwriting images, it's recommended that you export images from your field computer as a project. You can then transfer the project to your main computer and import it into the Library. With this method, no images are overwritten and there is no risk of losing work.

Important: Copying the entire Aperture Library from one computer to another is not recommended. Transferring images by copying the Library risks overwriting and losing images when two Library files are not identical.

To export a project from Aperture:

1. Select the project you want to export in the Projects panel.
2. Do one of the following:
   - Choose File > Export Project (or press Command-Shift-E).
   - Choose Export Project from the Project Action pop-up menu in the Projects panel.
3. Type a name for the exported project in the Save As field.
4. Choose a location to save the project from the Where pop-up menu.
5. Click Save.

After exporting your project, you can transfer it to your main Aperture system in a variety of ways. One way is to transfer the project to an external hard disk. You can then connect the hard disk to your main computer and import the project into the Aperture Library. You might also transfer images over your office network.

You can also use a FireWire cable to connect two computers and transfer your project. You connect both computers via their FireWire ports, and then restart one of the computers in FireWire Target Disk Mode. When a computer is restarted in FireWire Target Disk Mode, the computer's hard disk icon appears on the desktop of the other computer. You can then copy the project from one computer to another.

For more information about using FireWire Target Disk Mode, see Mac Help in the Mac OS X Help menu.

To import a project into the Aperture Library:

1. Connect the computer or hard disk drive from which you want to import the project.

   If you're connecting a computer directly to your Aperture system computer via a FireWire cable, restart the computer that holds the project while holding down the T key. The computer starts up in FireWire Target Disk Mode and a FireWire icon appears onscreen. The computer's hard disk icon then appears on the other computer's desktop.
2. Choose File > Import > Projects.
3. Select the project you want to import, then click Open.

   The new project appears in the Projects panel.

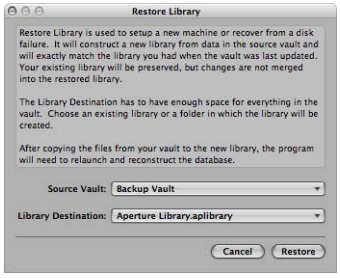
Restoring Your Aperture System

If you buy a new computer or use another system at a different location and want access to the Aperture Library, you can install Aperture and then transfer the Library from your vault (on your backup disk) to the other computer. If you experience equipment failure or other unexpected events, such as fire or weather-related damage to your equipment, you can easily restore the entire Library to your new computer from a backup disk.

To restore the entire Library from an external backup disk:

1. Connect the hard disk drive that contains the most up-to-date vault to your computer and open Aperture.
2. Choose File > Vault > Restore Library.

   The Restore Library dialog appears.


Restore Library
Restore Library is used to setup a new machine or recover from a disk failure. It will construct a new library from data in the source vault and will exactly match the library you had when the vault was last updated. Your existing library will be preserved, but changes are not merged into the restored library.
The Library Destination has to have enough space for everything in the vault. Choose an existing library or a folder in which the library will be created.
After copying the files from your vault to the new library, the program will need to relaunch and reconstruct the database.
Source Vault:
Backup Vault
Library Destination:
Aperture Library.aplibrary
Cancel
Restore

3. Choose Select Source Vault from the Source Vault pop-up menu.
4. Navigate to the vault from which you want to restore, then click Select.
5. Choose Select Destination from the Library Destination pop-up menu.
6. Navigate to the location to place the Library, then click Select.
7. Click Restore, then click Restore again.

Part IV: Appendixes and Glossary

IV

This section describes the procedures for setting up and color calibrating your Aperture system, and provides a glossary of photography and color management terms.

Appendix A Setting Up an Aperture System

Appendix B Calibrating Your Aperture System

Appendix C Credits

Glossary

Index

Setting Up an Aperture System

A Appendix

Setting up the hardware for your system can be as simple as connecting your camera or card reader to your computer. You can also set up a system that uses external hard disks and color-calibrated displays.

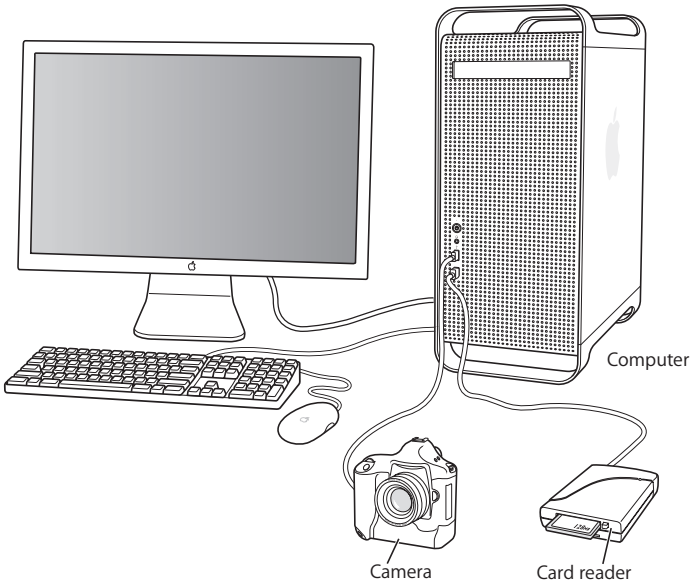
This appendix provides instructions for setting up your computer system to use Aperture. It provides instructions for setting up a basic system, explains optional equipment that you might consider to enhance your system, and explains how to set up additional displays. For information about software and hardware requirements for using Aperture, see the *Before You Install Aperture* document on the Aperture installation disc. For information about installing software, see the *Installing Your Software* booklet.

This chapter covers:

- Setting Up a Basic System (p. 414)
- Optional Equipment to Consider (p. 415)
- Setting Up Your System with Two Displays (p. 417)
- Configuring Mac OS X for Multiple Displays (p. 419)

Setting Up a Basic System

The following are basic instructions for connecting a digital camera or card reader to your computer.



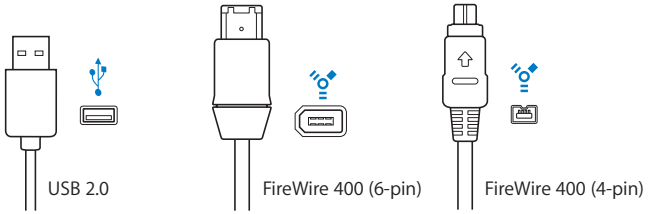
A basic Aperture system consists of the following equipment:

- A computer and display
- A digital camera or card reader (because of their speed, FireWire card readers are strongly recommended)
- A cable to connect your camera or card reader to your computer (typically a USB 2.0 cable or a 4-pin-to-6-pin FireWire cable that came with your camera or card reader)

For information about setting up a computer and display, see the documentation that came with the computer and display.

To connect a camera or card reader to your computer:

- Connect your camera or card reader to your computer using the USB or FireWire cable that came with your camera or card reader.



To ensure proper setup, see the documentation that came with your camera or card reader.

Optional Equipment to Consider

You may consider using additional hardware and equipment, depending on the number of images you have and your workflow:

- Additional random-access memory (RAM)
- Additional hard disk storage options
- Additional displays

Additional RAM

The more RAM your computer has, the faster it can process your actions. While Aperture functions with the minimum required amount of RAM, more RAM will make Aperture faster. If you plan to work on large projects or have multiple applications open at one time, it's a good idea to have extra RAM installed in your computer.

Additional Hard Disk Storage Options

The more disk space you have, the more images Aperture can store in the Aperture Library. If you'll be shooting and storing many images (a photography project can contain thousands of images), consider purchasing the highest-capacity hard disk you can afford for your startup disk, the hard disk that contains the operating system. Even high-resolution JPEG files require a lot of space.

Aperture uses external FireWire drives to back up image files and the Aperture Library. The Aperture database tracks the contents of all vaults located on external FireWire drives, whether they are connected to your computer or not. Storing multiple copies of your backup files in separate locations lessens your chances of losing your images to a catastrophic event.

FireWire drives provide many advantages:

- All FireWire drives can be daisy-chained, meaning that you can connect multiple drives using a single FireWire port.
- FireWire drives are a good way to attach additional hard disk storage space to a portable computer.
- FireWire drives are "hot-swappable," meaning that you can connect and disconnect them from a computer without having to shut down first.

Important: You should never physically disconnect a FireWire drive before unmounting it from the desktop.

When evaluating a FireWire drive for use with Aperture, take the following into consideration:

- *Some FireWire drives may require driver software:* You may need to install special driver software in order to use a particular FireWire drive. Check the documentation that came with your FireWire drive for more information.
- *FireWire drives may be bus-powered:* This means that they derive power from the FireWire interface itself via pins on the full-sized 6-pin FireWire connector. As a result, these drives are more convenient for portable use, and can be used in conjunction with a portable computer without the need for AC power. Larger FireWire drives may not be bus-powered, however, requiring you to plug them into a wall socket.

Additional Displays

You can connect two displays to your computer. With a second display, you can use the extra screen space to take advantage of the ability of Aperture to compare images and play slideshows across multiple displays.

To connect three or more displays to your computer, you must install a PCI graphics card in one of your computer's PCI expansion slots. For more information, see your computer's manual or the instructions that came with the PCI expansion card.

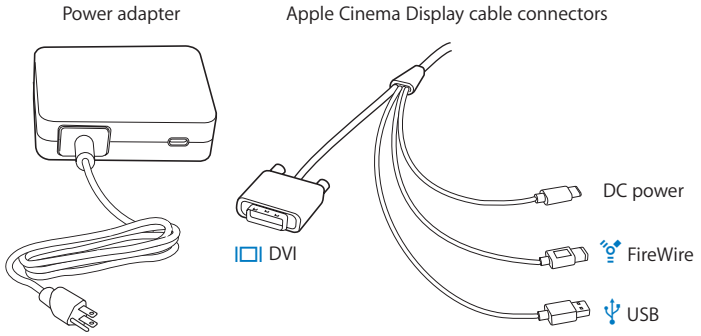
For information about supported graphics cards, visit the Apple Aperture website at http://www.apple.com/aperture/specs.html.

Setting Up Your System with Two Displays

Using more than one display gives you additional screen space to view and adjust images, play slideshows, and present your full-size, full-color images.

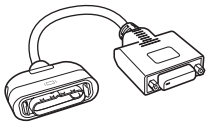
For connecting a second display, you'll need the following:

- Power adapter for the display
- Display cable to connect the display to the graphics card on your computer



Note: You may also need to purchase an adapter to connect the display cable to the graphics card on your computer.

ADC to DVI adapter



Macintosh computers come with two possible display ports: Apple Display Connector (ADC) ports to connect ADC displays, and Digital Visual Interface (DVI) ports to connect digital displays that have DVI connectors (such as a flat-panel Apple Cinema Display).

DVI display port

ADC display port

- *If your second display is an ADC display:* Connect it to an available ADC display port on your computer, or use a DVI to ADC adapter to connect the display to a DVI display port.
- *If your second display is a DVI display*: Connect the display to an available DVI display port on your computer, or use an ADC to DVI adapter to connect the display to an ADC display port.

See the documentation that came with your computer or graphics card for more information about the type of display cable or adapter you need.

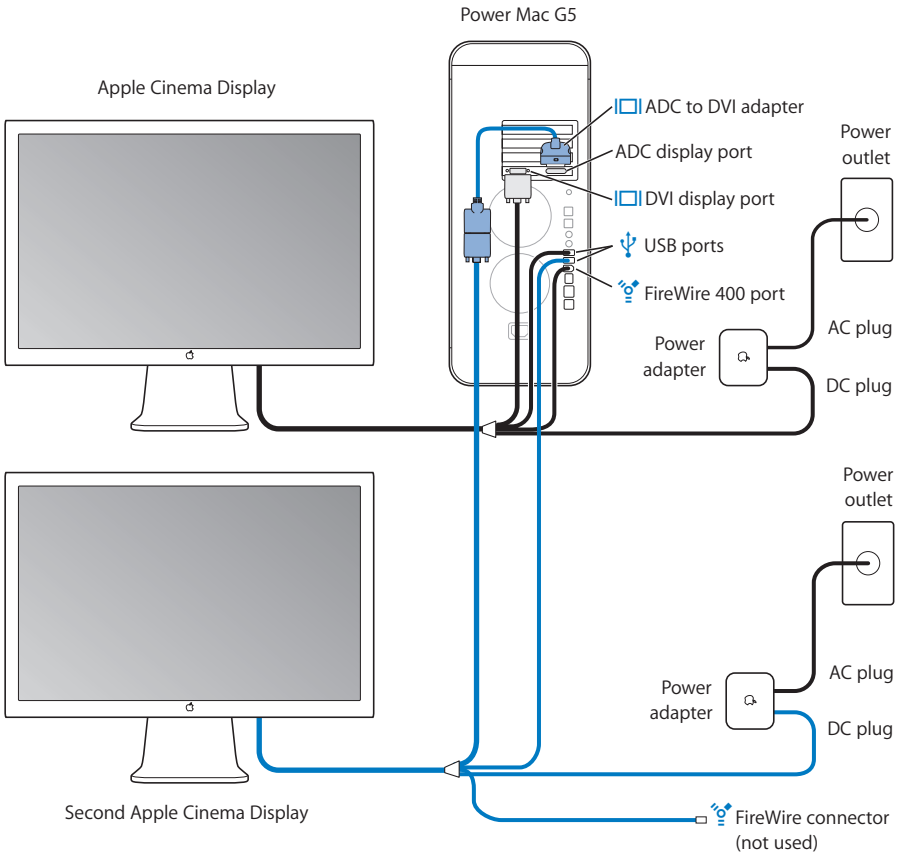
To connect a second display to your computer:

1. Turn off the computer.
2. Connect a display cable (and adapter, if necessary) from an available display port on your computer or graphics card to the display.

   Depending on your displays, you may have one or more cables to connect. Refer to the documentation that came with the display and your computer for detailed information.

   Important: Make sure the cables are connected firmly, or you may not be able to see an image on the display.

The following illustration shows one possible scenario for connecting two displays to a computer.



3 Turn on the displays (if necessary) and start up your computer.

You'll now want to adjust your displays for proper viewing.

Configuring Mac OS X for Multiple Displays

If your computer is connected to two displays, you can set them up to show a continuous desktop that extends across both screens. This is known as *extended desktop mode*.

Because Aperture controls the second display, you must keep your computer in this mode for the application to operate properly. If you work in mirroring mode, where the same contents appear on both displays, Aperture may not work properly.

To exit mirroring mode:

1. Choose Apple (🍎) menu > System Preferences.
2. Click Displays, then click Arrangement.

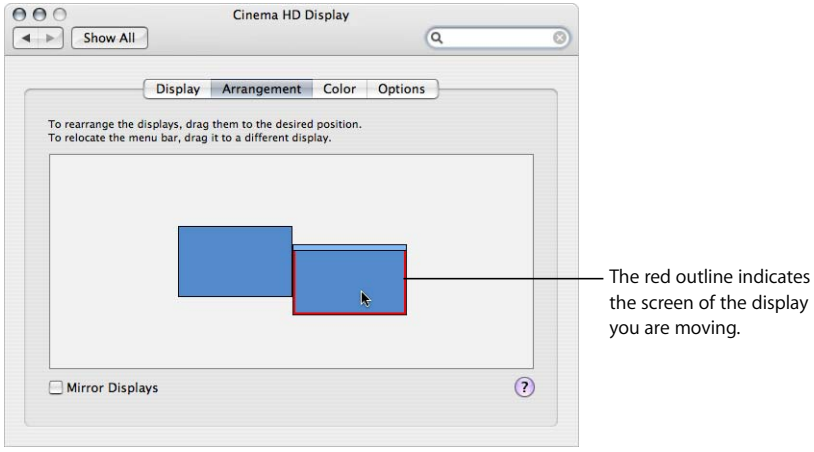
   Note: If the Arrangement button does not appear, click the Detect Displays button. If the Arrangement button still does not appear, make sure the second display is properly connected to your computer. For more information, see "Setting Up Your System with Two Displays" on page 417.
3. Deselect the Mirror Displays checkbox.

   After you connect a second display, your displays may show the arrangement of the desktop out of order. For example, the display that shows the hard disk icon and menu bar is typically on the left, so that your desktop extends out to the right on the rightmost display.

To rearrange the position of the displays:

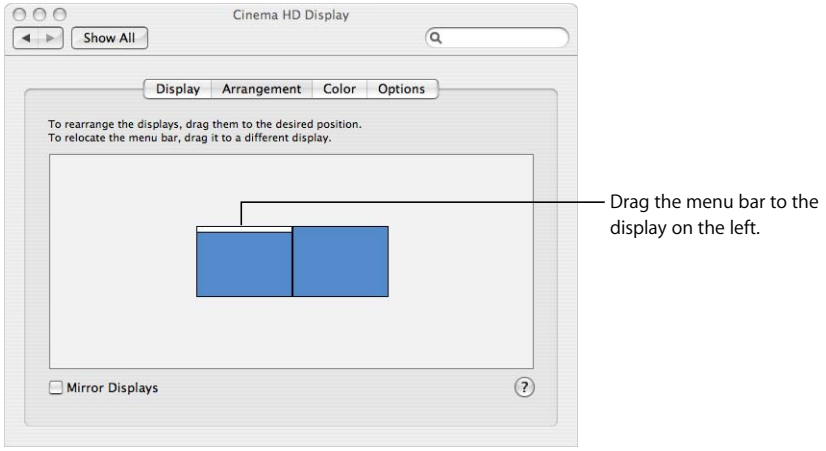
1. Choose Apple menu > System Preferences.
2. Click Displays, then click Arrangement.

   Note: If the Arrangement button does not appear, click the Detect Displays button. If the Arrangement button still does not appear, make sure the second display is properly connected to your computer. For more information, see "Setting Up Your System with Two Displays" on page 417.
3. Drag one of the blue rectangles, representing one of the displays, to match the position of the display on your desk.


Cinema HD Display
Show All
Display
Arrangement
Color
Options
To rearrange the displays, drag them to the desired position.
To relocate the menu bar, drag it to a different display.
Mirror Displays
The red outline indicates the screen of the display you are moving.

The display screens temporarily refresh to accommodate the new arrangement.

4 Drag the white rectangle to move the menu bar to the display on the left.


Cinema HD Display
Show All
Display
Arrangement
Color
Options
To rearrange the displays, drag them to the desired position.
To relocate the menu bar, drag it to a different display.
Mirror Displays
Drag the menu bar to the display on the left.

The display screens temporarily refresh to accommodate the new arrangement. The contents of the screen may be rearranged to accommodate the new position of the menu bar.

To ensure proper color management from the time you download your images until the time you print them or send them to a professional lab, it is essential that you color calibrate your displays. Color calibrating your display or displays ensures that the colors you see on your screen are faithfully reproduced when images are printed.

For more information about color calibrating your displays, see Appendix B, "Calibrating Your Aperture System," on page 423.

Calibrating Your Aperture System

B Appendix

The accuracy of your display and printer's ColorSync profile is critical to ensuring accurate color reproduction.

Aperture is a powerful digital image adjustment application, but its power is limited to the accuracy of the devices that display and print your images. This appendix provides information about color calibrating cameras, displays, and printers. Whether you use a desktop inkjet printer or a professional lab prints your images, calibrating your display and print devices and using custom profiles ensure predictable colors in your prints every time.

This chapter covers:

- An Overview of Color Management (p. 423)
- Calibrating Your Camera (p. 427)
- Calibrating and Profiling Your Display (p. 428)
- Calibrating and Profiling Your Printer (p. 430)

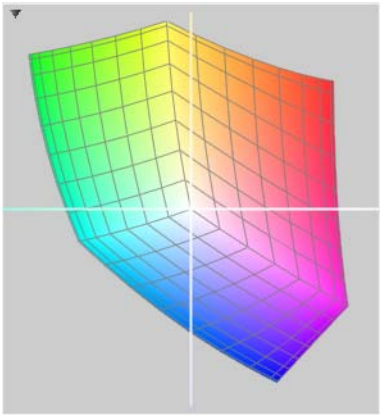
An Overview of Color Management

Maintaining calibrated displays and printers is essential to good color management. Every display and printer is unique. As these devices age, environmental conditions, system configurations, and changes in materials such as inks and paper affect the devices' ability to reproduce color. Changes in the way a device reproduces color over time are known as *drift*. Maintaining good color management ensures that when you make adjustments to the colors in your digital images in Aperture, these colors are faithfully reproduced on your display screen and on the printed page.

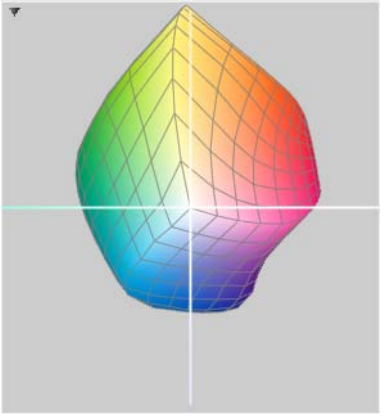
What Is a Device's Gamut?

The range of colors an individual color device is capable of reproducing is known as its *gamut*. Because of the differences in gamuts between devices, such as a displays and printers, these devices are incapable of exactly reproducing the same range of colors. In fact, two displays of the same model made by the same manufacturer have distinct gamuts. Types of ink and paper stock can also affect a printer's gamut. Likewise, the age of a display and how frequently it's used can affect its gamut.

Displays and printers cannot reproduce the same colors consistently when their gamuts don't overlap. For example, displays are capable of showing brighter and more saturated colors than the colors produced by a printer. The illustrations below show representations of the range of color and brightness values each device is capable of displaying. If you superimpose the printer's gamut on the display's gamut, some of the display's colors fall outside the range of the printer's gamut. The printer is incapable of reproducing the full range of colors in the image displayed onscreen because of the printer's smaller gamut. Color values that are contingent upon the ability of a device to reproduce color are known as *device dependent*.



Display's gamut



Printer's gamut

What Is a Color Space?

When compared to the full spectrum of light, the gamut of a display or printer is relatively narrow. Because of the small gamuts of the devices, mathematical models are used to simulate the full spectrum of light within the gamuts of the devices. These models are known as *color spaces*.

Color spaces in which the interpretation of a color is not dependent on a specific device are known as *device independent*. The Commission Internationale de l'Eclairage (CIE) was established in 1931 to create standards for a series of color spaces representing the visible spectrum. The CIE color spaces, CIE XYZ and CIE Lab, are found in ColorSync Utility. As technology evolved, new color spaces were created for RGB and CMYK color.

For more information about RGB and CMYK color, see *Digital Photography Fundamentals*, available in the Aperture Help menu.

Device-independent color spaces are used by ColorSync Utility, Aperture, and other color management systems to transfer and transform color data from one device to another. Color from one device-dependent color space, such as a display, is translated to a device-independent color space, such as sRGB, and then translated to another device-dependent color space, such as a printer. The independent color space acts as an objective interpreter, ensuring that the color data is accurately passed on to the next device.

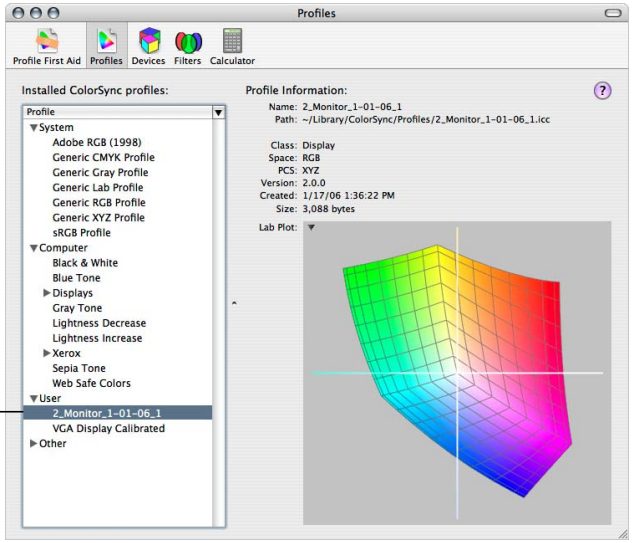
Understanding ColorSync Utility

ColorSync Utility is the color management system used by Mac OS X. ColorSync is completely integrated with Mac OS X and available to all native Mac OS X applications, including Aperture. ColorSync is used to manage accurate color, from image acquisition to image manipulation and display to publishing. ColorSync is used consistently by all devices and applications in your workflow.

What Is a Device Profile?

ColorSync and other color management systems use device profiles to identify and transfer color data from one device-dependent color space, such as a camera, to another device-dependent color space, such as a printer. Device profiles contain data about the unique color characteristics of a device. A device's profile includes information about its gamut, color space, colorants, and modes of operation.

Many types of hardware and software have generic ICC profiles available in ColorSync Utility. You can also use ColorSync Utility and a color measurement device, such as a spectrophotometer, to accurately create your own custom device profile. When you profile a color device, an ICC profile is created and placed in Users/*username*/Library/ColorSync/Profiles/.



A custom device profile for a display

Once your display and printer have up-to-date custom profiles, you can begin to make accurate color adjustments to your digital images in Aperture. Aperture uses the ColorSync CMM, or color matching method, to translate and transfer the color data from your camera to your display and then to your printer. Although the gamuts of the devices are very different, ColorSync knows the exact parameters of their gamuts because of their custom profiles. The ColorSync CMM allows you to preview how the color in an image changes when you make color adjustments in Aperture. As long as you have current profiles of your display and printer, the printed image will closely match the image on the screen.

Calibrating Your Camera

Creating an accurate profile for your digital camera is not easy. Unless you're using your camera in a strictly controlled lighting situation, such as a studio, the variable lighting conditions from one scene to another make profiling a digital camera difficult. This leaves you with three options: shoot RAW files, painstakingly profile the camera with the best profiling package you can afford, or use a generic profile, such as sRGB.

Shooting RAW Files Requires No Camera Profile

Whether you need to profile your camera depends on your workflow. If you shoot JPEG files, the camera has to apply a color space to the image file. However, if you shoot RAW files, no profiling is necessary. A RAW image file consists of bit-for-bit data captured by the digital image sensor. When you select the RAW setting on your camera, the camera ignores the color space settings. When you import the RAW image into Aperture, Aperture ignores the color space settings as well.

Profiling Your Camera

Most digital cameras are set at the factory to shoot in a default color space when you first use them, but each camera, regardless of manufacturer and model, has a unique gamut. In order to color calibrate your camera, you need to create a new custom profile. Color calibrating your camera requires the purchase of a profiling package designed for profiling digital cameras, a carefully constructed lighting environment dictated by the profiling package, and the use of a color calibration target. Because each camera is unique, you must repeat the color calibration for each camera.

Using a Generic Profile

Provided that your displays and printers are calibrated, setting your camera to shoot using a generic profile, such as sRGB, is easier than profiling your camera. Most digital cameras have more than one color space option available. As the image is shot, the camera converts the image from its native color space to the generic color space you selected prior to shooting the image. When the image file is imported into Aperture, ColorSync manages the color in the image according to the generic color space and accurately displays it on the screen.

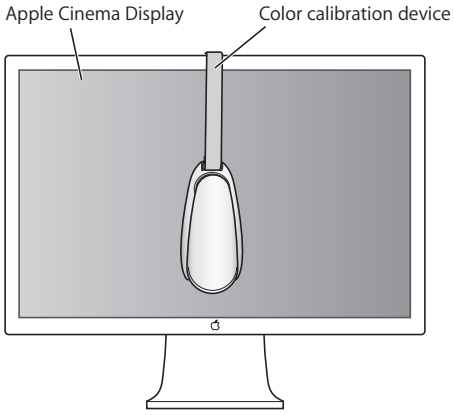
Note: Digital cameras that don't have the ability to change generic profiles shoot in the sRGB color space. You cannot create a custom profile for these cameras.

Calibrating and Profiling Your Display

To color calibrate your display, you must use a third-party color management system. Calibrating and profiling your display with a color management system is fairly easy. Today, color management systems do most of the work for you. Color calibration systems often come with an optical device that you place over the screen to read the display's output.

To calibrate and profile your display:

1. Install the software that came with your color management system.
2. Open the color calibration software application.
3. Attach the optical device to your display, and follow the instructions that came with your color management system.

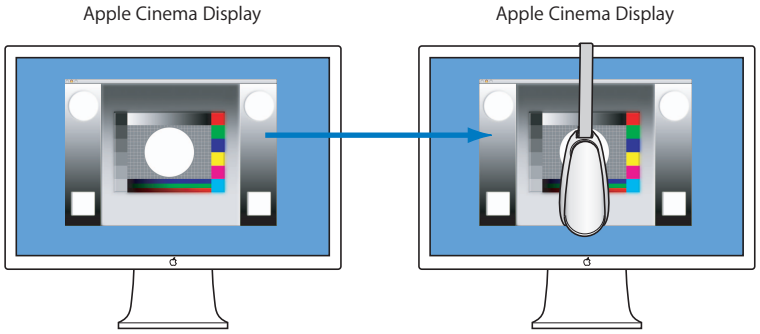


When the application has finished calibrating your display, it asks you to save the custom ICC profile created during the calibration process. This profile is saved at Users/*username*/Library/ColorSync/Profiles/. Now your display is calibrated.

If you have a second display, you can calibrate it as well.

To calibrate and profile your second display:

1 Drag the application to the second display, then attach the optical device.



Drag the color calibration window to the second display.

2 Follow the previous calibration steps.

Now your second display is calibrated.

Important: Your display's profile is a snapshot of the device's behavior. If the behavior of the display changes, the profile is no longer valid. Therefore, it's important to profile your display as frequently as possible. Some color adjustment professionals profile their displays daily.

Calibrating and Profiling Your Printer

Calibrating and profiling your printer is similar to calibrating and profiling your display. The color management system comes with color charts specifically designed to help the calibration system create a profile for your printer.

To calibrate and profile your printer:

1. If you haven't already done so, install the software that came with your color management system.
2. Open the color calibration software application.
3. Follow the onscreen instructions to print the color chart using the printer you want to profile.
4. Follow the instructions that came with your color management system to scan the color chart.

   When the application has finished scanning the color chart, it asks you to save the custom ICC profile created during the calibration process. This profile is saved at Users/*username*/Library/ColorSync/Profiles/. Now your printer is profiled.

   Important: Your printer's profile is a snapshot of the device's behavior. This means that the profile is specific to the type of paper and ink used when the printer was profiled. If you print on multiple types of paper, such as glossy and semi-glossy, it is important that you create separate profiles for each paper type.

Credits

Vietnam
Photography by William McLeod
Copyright 2005 william mercer mcLeod
http://www.williammercermcleod.com

Sonoma Fairgrounds
Photography by William McLeod
Copyright 2005 william mercer mcLeod
http://www.williammercermcleod.com

Antarctica
Photography by Norbert Wu
Copyright 2005 Norbert Wu
http://www.norbertwu.com

Amanda Modeling
Photography by Matthew Birdsell
Copyright 2005 Matthew Birdsell
http://www.matthewbirdsell.com

Glossary

additive color Images with color elements derived from the light source itself. RGB is a common form of additive color. *See also* RGB.

adjustment Any change to the appearance of an image.

Adobe RGB (1998) A commonly used color profile often used for printing. Many professional labs request that image files be delivered in this color space. *See also* color space.

album A type of container in the Aperture Library that holds only versions. You can create albums at either the project level or within a project. *See also* folder, Library, project, version.

alternate The image immediately next to the pick in a stack. Alternate images are useful when more than one image in a stack merit the pick position. *See also* pick, stack.

ambient light The lighting characteristics that already exist in the scene (indoor or outdoor) without any additional light supplied by the photographer.

analog-to-digital conversion The process of transforming light energy voltage values captured by the camera's digital image sensor into binary (digital numbers) for processing and storage. *See also* digitization, quantization.

angle of view The area of the scene displayed within the frame. Determined by the focal length of the lens.

aperture An adjustable iris or diaphragm in the lens through which light passes. Measured in f-stops. *See also* f-stop.

aperture priority A setting on certain cameras that automatically sets the shutter speed for a correct exposure based on the aperture setting provided by the photographer. *See also* exposure, shutter priority.

archive The process of storing image data on a permanent medium, such as optical media (CD or DVD).

aspect ratio The ratio of height to width of the photograph. Common North American aspect ratios are 3.5 x 5, 4 x 6, 5 x 7, 11 x 14, and 16 x 20 inches.

auto focus The system within the camera that automatically focuses the lens on a specific portion of the subject or scene.

automatic bracketing A setting on many professional cameras that automatically brackets the exposure of the image. *See also* bracketing.

background The area in the rear of the image that appears behind the subject. *See also* depth of field, foreground.

backlighting A light source that faces toward the lens of the camera, emanating from behind the subject. Backlighting makes the outline of the subject stand out from the background, often resulting in a silhouette. *See also* frontlighting, sidelighting, silhouette.

Bayer pattern color filter array A specific arrangement of red, green, and blue lenses attached to the surface of a digital image sensor. There are roughly twice as many green lenses as blue and red to accommodate how the human eye perceives color. *See also* complementary metal oxide semiconductor (CMOS), charge-coupled device (CCD), digital image sensor.

bit depth The number of tonal values or shades of a color each channel in a pixel is capable of displaying. Increasing the bit depth of color channels in an image's pixels exponentially increases the number of colors each pixel can express. *See also* color channels, color depth.

black point compensation Black point compensation ensures that black and white luminance values are appropriately scaled to fit within the range or gamut of the destination device (printer, paper, and ink). Using black point compensation helps prevent clipping in shadows because the blacks are scaled to fit within the gamut of the printer, paper, and ink.

bounce lighting Natural and unnatural light sources (flash and tungsten) redirected toward the subject using a reflective surface to give the effect of natural light as well as fill-in shadows. *See also* color temperature, fill-in lighting, white balance.

bracketing The process of taking three shots of the same image based on the aperture and shutter values recommended by the light meter: one shot one stop under the recommended exposure, one shot at the recommended exposure, and one shot one stop over the recommended exposure. You can also narrow the bracketing range to fractions of a stop. Bracketing is used in difficult lighting situations to ensure the scene is captured with the correct exposure. *See also* automatic bracketing.

Browser The part of the Aperture interface that displays the contents of the Library, projects, or albums. The Browser displays images either as thumbnails (grid view) or by file information (list view). *See also* Viewer.

Bulb (B) A manual shutter speed setting on many cameras used for timed exposures. When the shutter is set to B, the shutter stays open until the photographer depresses the shutter release button. *See also* shutter, shutter speed.

burning The process of exposing a portion of the image longer than the rest of the image—the opposite of dodging. Burning a portion of the image makes that area darker than the surrounding areas of the image.

calibration The process of creating an accurate color profile for a device. Calibrating a device ensures accurate color translation from device to device. *See also* device characterization.

camera A photographic device usually consisting of a lightproof box with a lens at one end and either light-sensitive film or a digital image sensor at the other. *See also* digital point-and-shoot camera, digital single-lens reflex (DSLR) camera.

camera shake Blurring of the image caused by the combination of a slow shutter speed, small aperture, and long focal length. *See also* aperture, shutter speed, tripod, unipod.

capture The process of taking the image received by the digital image sensor and camera processor and storing that information on the memory card in the camera. *See also* camera, digital image sensor, memory card.

center-weighted metering A type of metering that measures the light in the entire viewfinder but gives extra emphasis to the center of the frame. Center-weighted metering is the most common type of metering in consumer cameras. *See also* evaluative metering, light meter, spot metering.

charge-coupled device (CCD) A type of digital image sensor that records the pixel information row by row. *See also* complementary metal oxide semiconductor (CMOS), digital image sensor.

close-up An image where the subject usually appears within 3 feet of the camera. For example, head shots are often referred to as close-ups. A shot of an ant on a flower's petal, where the ant fills a majority of the frame, is also a close-up.

CMYK A working space used for print pieces combining cyan, magenta, and yellow inks in different combinations to create a color that reflects the proper color of light. Black ink (K) is added to the image last to generate pure black on the page. *See also* subtractive color, working space.

color cast An unnatural tint in an image due to a lack of color balance. Color casts are often caused by artificial light sources such as interior lighting. Color casts in images are commonly removed by adjusting levels, tint, or white balance. *See also* white balance.

color channels The individual channels into which color information for digital images is divided. Each individual color channel represents one of the three individual primary colors that combine to represent the final image. Each channel has a bit depth; most digital image files have 8 bits per channel, meaning that there are 256 levels of color for each channel. *See also* bit depth, color depth.

color depth The possible range of colors that can be used in an image. There are generally three choices with digital images: grayscale, 8-bit, and 16-bit. Higher color depths provide a wider range of colors but require more storage space. *See also* bit depth, color channels.

color interpolation The process of calculating additional color values from light captured via the red, green, and blue elements on the digital image sensor.

color management system (CMS) An application that controls and interprets the reproduction of color between devices and imaging software for accuracy. *See also* ColorSync.

color matching method (CMM) A software algorithm designed to translate color information from one device profile to another, such as from your display to your printer. ColorSync is a thoroughly integrated CMM used by Mac OS X. *See also* ColorSync.

color space A mathematical model used to describe part of the visible spectrum. Color from one device is mapped from the device-dependent value to a device-independent value in a color space. Once in an independent space, the color can be mapped to another device-dependent space. *See also* device dependent, device independent.

color temperature Describes the color quality of light. Color temperature is measured in units called *kelvins* (K). *See also* kelvin (K), white balance.

colorimeter An instrument capable of measuring the color value of a sample, using color filters. A colorimeter is used to determine if two colors are the same. However, it does not take into account the light under which a sample is measured. Colorimeters are often used to calibrate displays and printers. *See also* calibration.

colorimetry The science of measuring color both objectively and perceptively.

ColorSync A color management system that is part of the Mac operating system. In Mac OS X, ColorSync is thoroughly integrated with the entire operating system and is available to all native Mac OS X applications. *See also* color management system (CMS), color matching method (CMM), ColorSync Utility.

ColorSync Utility A centralized application for setting preferences, viewing installed profiles, assigning profiles to devices, and repairing profiles that do not conform to the current ICC specification. *See also* ColorSync, International Color Consortium (ICC), profile.

Commission Internationale de l'Eclairage (CIE) An organization established in 1931 to create standards for a series of color spaces representing the visible spectrum of light. *See also* color space, device dependent, device independent, lab plot.

complementary metal oxide semiconductor (CMOS) A type of digital image sensor that is capable of recording the entire image provided by the light-sensitive elements in parallel (essentially all at once), resulting in a higher rate of data transfer to the storage device. Tiny colored microlenses are fitted on each light-sensitive element in a CMOS sensor to increase its ability to interpret light. *See also* charge-coupled device (CCD), digital image sensor.

compositing A process in which two or more digital images are combined into one. *See also* effects.

compression The process by which digital image files are reduced in size. Lossy compression is the process of reducing digital image file sizes through the removal of redundant or less important image data. Lossless compression reduces file sizes by mathematically consolidating redundant image data without discarding it. *See also* decompression, LZW compression.

composition The arrangement of visual elements in a scene.

contact sheet Based on a print preset in Aperture, a printed selection of thumbnail-sized images with or without associated metadata. Contact sheets in Aperture are similar in appearance to contact prints made by exposing negatives or transparencies against photographic paper.

cones A type of receptor in the eye capable of perceiving color. There are three types of cone cells, each sensitive to a particular frequency range in the visible spectrum. Cone cells are capable of seeing either red, green, or blue colors. *See also* rods.

contrast The difference between the brightness and color values in an image that allows the viewer to distinguish between objects in an image. High-contrast images have a large range of values, from the darkest shadow to the lightest highlight. Low-contrast images have a more narrow range of values, resulting in a "flatter" look. *See also* density, flat.

crop The process of printing or distributing only part of the original image. The general purpose of cropping an image is to create a more effective composition. Another reason for cropping an image is to make it fit a particular aspect ratio, such as 4 x 6. *See also* adjustment, aspect ratio, effects.

decompression The process of creating a viewable image from a compressed digital image file. *See also* compression.

definition The clarity of details in an image. *See also* resolution.

densitometer An instrument designed to measure the optical density of photographs. *See also* device characterization.

density The ability of an image to reproduce distinct dark colors. An image with high definition in the darker colors is referred to as *dense*. *See also* contrast, flat.

depth of field The area of the image that appears in focus from the foreground to the background. Depth of field is determined by a combination of the opening of the aperture and the focal length of the lens. *See also* aperture, background, focal length, foreground.

desaturate To remove color from an image. Complete desaturation results in a grayscale image. *See also* saturation.

destination profile The working-space profile that defines the results of a color conversion from a source profile. *See also* profile.

device characterization The process of creating a unique, custom profile for a device, such as a display or printer. Characterizing a device involves specialized dedicated hardware and software to determine the exact gamut of the device. *See also* calibration, gamut.

device dependent Color values that are contingent upon the ability of a device to reproduce those colors. For example, some colors produced by displays cannot be reproduced on paper by a printer. The colors produced by the display are outside the gamut of the printer. Therefore, those colors are considered to be device dependent. *See also* gamut.

device independent Standard color spaces, such as CIE Lab and XYZ, where the interpretation of a color is not dependent on a specific device. *See also* color space, Commission Internationale de l'Eclairage (CIE).

diffused lighting A type of light that is scattered across the subject or scene. Diffused lighting results in an image with low contrast and detail, as seen in images captured outdoors on an overcast day. *See also* contrast, flat.

digital A description of data that is stored or transmitted as a sequence of ones and zeros. Most commonly, refers to binary data represented using electronic or electromagnetic signals. JPEG, PNG, RAW, and TIFF files are all digital. *See also* digitization.

digital image sensor The computer chip located at the image plane inside the camera that consists of millions of individual light-sensitive elements capable of capturing light. *See also* camera, charge-coupled device (CCD), complementary metal oxide semiconductor (CMOS), megapixel.

digital noise Misinterpreted pixels occurring as the result of high ISO settings; also known as *chrominance signal-to-noise ratio.* Random bright pixels, especially in solid colors, are the result of digital noise. *See also* ISO speed.

digital point-and-shoot camera A lightweight digital camera with a built-in autofocus feature, aptly named for the two steps required of the photographer to capture an image. The lens, aperture, and shutter are one assembly that is usually irremovable from the camera. *See also* camera, digital single-lens reflex (DSLR) camera.

digital single-lens reflex (DSLR) camera An interchangeable-lens camera where the image created by the lens is transmitted via a reflexing mirror through a prism to the viewfinder, and the viewfinder image corresponds to the actual image area. The mirror reflexes, or moves up, so as not to block the digital image sensor when the shutter is open. *See also* camera, digital point-and-shoot camera.

digitization The process of converting an analog voltage value to a digital value.

digitize A term often used by photographers for converting images captured on film into a digital format, such as TIFF, using a film scanner.

disclosure triangle A small triangle you click to show or hide details in the Aperture interface.

display The computer's monitor.

distort Performing an adjustment that changes the shape or composition of an image. *See also* effects.

dodging The process of limiting the exposure of a specific portion of an image (the opposite of burning-in). Dodged areas in an image appear brighter than if they were exposed for as long as the rest of the image. *See also* burning, effects, exposure.

dot gain A printing press term used to describe the enlargement of half-tone dots as ink is absorbed into paper. Dot gain can affect the quality of an image's appearance by reducing the amount of white reflected off the paper.

dots per inch (dpi) A printer resolution measurement that refers to the maximum number of dots within a square inch. *See also* print, resolution.

drift Changes in the way a device reproduces color over time. For example, the age of inks and type of paper can cause a printer's color output to drift. *See also* device characterization, gamut.

drop shadow An effect that creates an artificial shadow behind an image. Typically used on websites and in photo albums to create the illusion of three dimensions.

dust and scratch removal The process of digitally removing the blemishes caused by dust and scratches on film scans.

dye sublimation A type of printer that creates images by heating colored ribbon to a gaseous state, bonding the ink to the paper. *See also* inkjet printer, print, photo printer, RA-4.

editing The process of arranging and eliminating images. *See also* photo edit.

effects A general term used to describe the introduction of unnatural visual elements to enhance an image. *See also* compositing, filters.

electromagnetic radiation A type of energy ranging from gamma rays to radio waves that also includes visible light. *See also* light.

embedded profile The source profile saved in the digital image file. JPEG, TIFF, PNG, and PDF file formats support embedded profiles. *See also* device characterization, profile.

emulsion The tiny layers of gelatin, consisting of light-sensitive elements, found in film. When the emulsion is exposed to light, a chemical reaction occurs. After the film is developed, an image appears. *See also* dust and scratch removal, film.

evaluative metering A type of metering that operates by dividing the frame into several small segments, taking a reading from each individual segment, and processing the average of the total segments to recommend the best exposure value for the overall image. *See also* center-weighted metering, light meter, spot metering.

EXIF Short for *Exchangeable Image File.* The standard format for storing information—such as shutter speed, aperture, white balance, exposure compensation, metering setting, ISO setting, date, and time—about how an image was shot. *See also* metadata, IPTC.

export The process of formatting data in such a way that it can be understood by other applications. In Aperture, images can be exported in their native RAW format, as well as in JPEG, TIFF, PNG, and PSD formats. The EXIF and IPTC metadata associated with an image can be exported as well.

exposure The amount of light in an image. Exposure is controlled by limiting the intensity of light (controlled by the aperture) and the length of time light comes into contact with the digital image sensor (controlled by the shutter). Exposure affects the overall brightness of the image as well as its perceived contrast. *See also* aperture, contrast, digital image sensor, shutter.

exposure meter *See* light meter.

extended desktop mode A setting in System Preferences that allows the Mac OS X desktop to span multiple displays. *See also* display, mirroring.

external editor An application used in tandem with Aperture to perform advanced adjustments, such as compositing. Aperture creates a new master file when an image is sent to an external editor and automatically retrieves the master file when the image is saved. *See also* compositing, master file.

external flash A type of flash connected to the camera via the hot-shoe bracket or PC terminal. Using an external flash is the best technique for avoiding the red-eye effect in your subject's eyes. *See also* flash, red-eye.

f-stop The ratio of the focal length of the lens to the diameter of the opening of the aperture. *See also* aperture.

fill-in lighting The use of an artificial light source, such as daylight lamps or flash, to soften a subject or fill in shadows. *See also* bounce lighting, color temperature, white balance.

film A flexible transparent base coated with a light-sensitive emulsion capable of recording images. *See also* dust and scratch removal, emulsion.

filmstrip An interface element in Full Screen mode that allows you to scroll through, rate, rotate, and search for images. *See also* Full Screen mode.

filters a. Modifiable search criteria used in the Query HUD to return a specific selection of images. b. Effects applied in Photoshop that affect the visual quality of the image to which they're applied. c. A colored piece of glass or plastic designed to be placed in front of a camera lens to change, emphasize, or eliminate density, reflections, or areas within the scene. *See also* compositing, density, effects.

finishing The process of applying the final adjustments to a digital image just before distribution. Finishing may involve applying an additional gamma adjustment upon export, or using an external editor to either burn or dodge a portion of the image before sending it to the printer. *See also* export, external editor.

Finder a. The part of Mac operating system software that keeps track of files, applications, and folders and displays the desktop. b. *See* viewfinder.

FireWire The Apple trademark name for the IEEE 1394 standard. A fast and versatile interface used to connect external devices to computers. FireWire is well suited to transferring large amounts of data, and FireWire devices such as hard drives are often used to provide additional storage space. Aperture vaults are commonly stored on external FireWire hard drives. *See also* vault.

fixed lens *See* prime lens.

flash A device either on or attached to the camera that emits a brief, intense burst of light when the shutter release button is pressed. Flashes, synchronized with the shutter, are used to obtain a correctly exposed image in low-light situations. *See also* exposure, external flash, fill-in lighting, hot shoe.

flat The lack of density in an image when the contrast is too low. *See also* contrast, density.

focal length The distance from the rear nodal point of the lens to the point where the light rays passing through the lens are focused onto the image plane—the digital image sensor. Focal lengths are measured in millimeters (mm).

folder A type of container in the Aperture Library used to organize projects and albums within projects. *See also* album, Library, project.

foreground The area of the image between the subject and the camera. *See also* background, depth of field.

format a. *File format:* A specific method of encoding information. Most well-known file formats, such as TIFF and PNG, have published specifications. b. *Disk formatting:* The preparation of a hard disk or other storage medium for use with a file system. For example, disk drives used with Mac OS X use the Mac OS Extended format. *See also* JPEG, PNG, PSD, TIFF, vault.

frame The border of an image. *Frame* can also be used as a verb to describe the process of constructing a composition within a specific image area. *See also* crop.

frontlighting A light source, emanating from the direction of the camera, that faces toward the subject. *See also* backlighting, sidelighting.

Full Screen mode A mode in Aperture with minimal user interface, used to view full-screen images with the least amount of light and color interference. *See also* filmstrip, HUD.

gamma A curve that describes how the middle tones of an image appear. Gamma is a nonlinear function often confused with brightness or contrast. Changing the value of the gamma affects middle tones while leaving the whites and blacks of the image unaltered. Gamma adjustment is often used to compensate for differences between Macintosh and Windows video cards and displays. The Mac Standard gamma is 1.8; the PC Standard is 2.2.

gamut The range of colors an individual color device is capable of reproducing. Each device capable of reproducing color has a unique gamut determined by age, frequency of use, and other elements such as inks and paper. *See also* device characterization, device dependent, gamut mapping, ICC profile.

gamut mapping The process of identifying colors outside a device's gamut and then calculating the nearest color within its gamut. Gamut mapping is used when receiving color information from another color space. *See also* color space, gamut.

highlights The brightest areas of the subject or scene. *See also* contrast, density, shadows.

hot shoe An apparatus at the top of a camera designed to hold a portable flash. When the shutter release button is pressed, an electric signal is transmitted through a connection in the hot shoe to activate the portable flash. *See also* external flash, flash.

HUD Short for *heads-up display*. In Aperture, HUDs are floating tool panels that allow you to work on your image in regular and Full Screen mode. You can open and then move a HUD wherever you wish, based on your display setup. *See also* Full Screen mode.

hue An attribute of color perception; also known as *color phase*. Red and blue are different hues.

International Color Consortium (ICC) An organization established to create the color management standard known as the *ICC profile*. ICC profiles are universally accepted by hardware and software vendors because they're based on an open standard. *See also* ICC profile.

ICC profile Created as a result of device characterization, the ICC profile contains the data about the device's exact gamut. *See also* device characterization, gamut, International Color Consortium (ICC).

importing The process of bringing digital image files of various types into a project in Aperture. Imported files can be created in another application, downloaded from a camera or card reader, or brought in from another Aperture project. *See also* project.

inkjet printer A type of printer that creates images by spraying little ink droplets onto the paper. *See also* dye sublimation, print, photo printer, RA-4.

IPTC Short for *International Press Telecommunications Council*. IPTC metadata is used by photographers and media organizations to embed keywords (words describing the characteristics of the image, including the photographer's name) in the image files themselves. Large publishers typically use image management systems to quickly identify images based on the IPTC information embedded in the image. *See also* EXIF, metadata.

iris *See* pupil.

ISO speed The relative sensitivity of film provided as a benchmark by the International Standards Organization (ISO). In digital cameras, the minimum ISO rating is defined by the sensitivity of the digital image sensor. When the ISO setting on the camera is increased, allowing the photographer to shoot in low-light situations, the camera amplifies the voltage received from the light-sensitive elements on the digital image sensor prior to converting the voltage signals to digital values. *See also* digital image sensor, digital noise.

JPEG Short for *Joint Photographic Experts Group*, JPEG is a popular image file format that lets you create highly compressed graphics files. The amount of compression used can be varied. Less compression results in a higher-quality image. *See also* format.

kelvin (K) A unit of measurement used to describe color values of light sources, based on a temperature scale that begins at absolute zero. *See also* color temperature, white balance.

keywords Descriptive words about the subject in the image that are added to image versions and saved as metadata. *See also* metadata.

lab plot A visual three-dimensional representation of the CIE Lab color space. *See also* color space, ColorSync.

lens A series of sophisticated elements—usually glass—constructed to refract and focus the reflective light from a scene at a specific point: the digital image sensor in a camera. *See also* camera, digital image sensor, macro lens, prime lens, telephoto lens, wide-angle lens, zoom lens.

Library In Aperture, a container file that holds projects, folders, albums, master files, and versions. You organize the elements in the Library, rename items, sort them, and so on, in the Projects panel. By default, the Aperture Library file is located at Users/*username*/Pictures/. *See also* album, folder, master file, project, version.

light Visible energy in the electromagnetic spectrum with wavelengths ranging between 400 and 720 nanometers. *See also* electromagnetic radiation.

light meter A device capable of measuring the intensity of reflective light. Light meters are used as an aid for selecting the correct exposure settings on the camera. Most cameras have internal light meters. *See also* center-weighted metering, evaluative metering, meter, spot metering.

luminance A value describing the brightness of all color channels combined in a pixel.

LZW compression A lossless data-compression algorithm developed by Abraham Lempel, Jakob Ziv, and Terry Welch in 1984. LZW compression algorithms are typically used with JPEG and TIFF graphics files to reduce the file size for archiving and transmission at a ratio of 2.8:1. *See also* compression, JPEG, TIFF.

macro lens A type of lens used for extreme close-up photography. *See also* camera, lens, prime lens, telephoto lens, wide-angle lens, zoom lens.

master file The source image file that was copied from either your computer's file system or your camera's memory card. In Aperture, the master file is never modified. Anytime a change is made to the image, that change is applied to the version. *See also* memory card, project, version.

megapixel 1 million pixels. For example 1,500,000 pixels is 1.5 megapixels. *See also* digital image sensor, pixel.

memory card The device in the camera where digital images are stored. *See also* camera, capture.

metadata Data about data; metadata describes how data was collected and formatted. Databases use metadata to track specific forms of data. Aperture supports both EXIF and IPTC metadata. *See also* EXIF, IPTC.

meter The process of using a light meter to calculate the appropriate exposure. *See also* light meter.

midtones The color values in an image between the highlights and shadows. *See also* contrast, highlights, shadows.

mirroring The process of showing the same image on two or more displays. *See also* extended desktop mode.

monitor *See* display.

negative Developed film with a reverse tone image of the subject or scene. *See also* dust and scratch removal, emulsion, film, positive.

noise *See* digital noise.

offset press A type of professional printer used for high-volume printing for items such as magazines and brochures. Offset printing presses deposit ink in lines of halftone dots to produce images on the page. *See also* photo printer.

opacity The level of an image's transparency.

optical zoom lens *See* zoom lens.

overexposure The result of exposing a scene too long. Overexposed scenes appear too bright and lack adequate details in the shadows. *See also* exposure, underexposed.

panning Moving the camera along with a moving subject in order to keep the subject in the frame. Panning a fast-moving subject with a slow shutter speed usually causes the subject to remain relatively in focus, while the remaining areas of the scene are blurred or stretched in the direction of the camera movement. *See also* camera.

panorama Usually refers to a scenic landscape image with a wide aspect ratio. Photographers often digitally combine or "stitch" multiple images of the same scene to create a continuous panoramic image. *See also* aspect ratio.

phase An attribute of color perception; also known as *hue*. *See also* hue.

photo edit The process of choosing selects, as well as sorting out images from a group that you don't plan to use or publish, also known as *rejects*. The more aggressively you cull undesirable images from your working group of images, the more time you save when you process the images for display. *See also* rating, Reject, Select.

photo printer A type of printer capable of producing photo-quality images. *See also* gamut, dye sublimation, inkjet printer, offset press, print, RA-4.

pick The image that represents the stack. The pick is usually the best image in the stack. *See also* alternate, stack.

pixel The smallest discernible visual element of a digital image. *See also* megapixel.

polarizing filter A filter placed on the front of the camera lens that selectively transmits light traveling on one plane while absorbing light traveling on other planes. Polarizing filters are capable of reducing unwanted reflections on windows and shiny surfaces. Polarizing filters are also used to darken the sky. *See also* filters.

positive Developed film where the tonal relationship of the subject or scene is the same on film as viewed by the eye; also known as a *slide*. *See also* dust and scratch removal, emulsion, negative.

PNG Short for *Portable Network Graphics*. PNG is a bitmapped graphics file that has been approved by the World Wide Web Consortium to replace patented GIF files. PNG files are patent and royalty free. *See also* format.

presets A saved group of settings, such as export, naming, print, and web export settings. Presets determine properties such as file format, file compression, filename construction, paper size, and ColorSync profile. Presets are usually defined for particular workflows and can be tailored to client specifications. *See also* ColorSync.

prime lens A lens with a fixed focal length that cannot be changed.

print An image printed on paper; also known as a *photograph*. *See also* dye sublimation, inkjet printer, RA-4.

profile A compilation of data on a specific device's color information, including its gamut, color space, and modes of operation. A profile represents a device's color-reproduction capabilities and is essential to effective color management. *See also* device characterization, gamut.

program exposure An exposure mode on many automatic cameras where the camera automatically sets the aperture and shutter values for a correct exposure. *See also* exposure.

project In Aperture, the top-level container that holds all the master files, versions, and metadata associated with your shoot. *See also* album, folder, Library, master file, version.

PSD The file extension for Photoshop Document. PSD files are proprietary graphics files for Adobe Systems Incorporated. *See also* format.

pupil The part of the eye that contracts and expands depending on the amount of light; also known as the *iris*.

quantization The process of converting a value derived from an analog source into a discrete digital value. *See also* digitization.

QuickTime A cross-platform multimedia technology developed by Apple. Widely used for editing, compositing, web video, and more.

RA-4 A type of professional printer capable of printing digital files on traditional photographic paper. RA-4 printers use a series of colored lights to expose the paper; the colors blend together to produce continuous-tone prints. *See also* dye sublimation, inkjet printer, print, photo printer.

RAID Short for *Redundant Array of Independent Disks.* A method of providing photographers who have large image libraries many gigabytes of high-performance data storage by formatting a group of hard disks to act as a single drive volume. The performance of a group of hard disks striped together as a RAID can be much higher than that of the individual drives.

RAM Short for *random-access memory.* A computer's memory capacity, measured in megabytes (MB) or gigabytes (GB), which determines the amount of data the computer can process and temporarily store at any moment.

rangefinder An apparatus found on many cameras used to help focus the image. *See also* camera, viewfinder.

raster image processor (RIP) A specialized printer driver that replaces the driver that comes with your printer. It takes input from applications and converts, or rasterizes, the information into data that the printer understands so that it can put dots on a page. Software RIPs typically offer features not found in standard printer drivers.

rating In Aperture, the process of adding a value to an image to indicate its quality in relation to other images in a selection. *See also* photo edit, Reject, Select.

RAW The original bit-for-bit digital image file captured by the camera.

reciprocity The relationship between the aperture and the shutter that allows for correct exposures as a result of multiple shutter speed and aperture setting combinations. An increase in aperture and decrease in shutter speed creates the same exposure as the previous aperture and shutter combination, and vice versa. *See also* aperture, shutter.

red-eye The phenomenon that gives people glowing red eyes in photographs. Red-eye is caused by the close proximity of the flash to the lens (especially built-in flash). In Aperture, Red Eye is an adjustment that replaces red pixels with black, eliminating the red-eye effect. *See also* external flash.

Reject In Aperture, a negative rating applied to an image as part of the photo editing process. *See also* photo edit, rating, Select.

relative colorimetric A rendering intent suitable for photographic images. It compares the highlight values of the source color space to that of the destination color space and shifts out-of-gamut colors to the closest reproducible color in the destination color space. *See also* rendering intent.

rendering intent The method by which colors that are out of gamut for a selected output device are mapped to that device's reproducible gamut.

resolution The amount of information a digital image is capable of conveying. Resolution is determined by the combination of file size (number of pixels), bit depth (pixel depth), and dpi (dots per inch). *See also* bit depth, dots per inch (dpi), pixel.

retouching The process of altering an image to add or remove details. *See also* burning, compositing, dodging, effects, filters.

RGB Short for *Red, Green, Blue*. A color space commonly used on computers in which each color is described by the strength of its red, green, and blue components. This color space directly translates to the red, green, and blue elements used in computer displays. The RGB color space has a very large gamut, meaning it can reproduce a wide range of colors. This range is typically larger than printers can reproduce. *See also* additive color.

rods A type of receptor in the eye capable of perceiving luminance. Rods do not perceive color, but only levels of brightness. *See also* cones.

saturation The intensity of color in an image. Saturated colors are perceived to have a "purer" look, resulting from the absence of the color gray. *See also* adjustment, desaturate.

Select In Aperture, the highest rating that can be applied to an image as part of the photo editing process. A Select rating is applied when you intend to display or distribute the image. *See also* photo edit, rating, Reject.

selective focus The process of isolating a subject by using an f-stop that produces a shallow depth of field. *See also* depth of field.

shadows The darkest areas of a subject or scene. *See also* contrast, density, highlights.

shortcut menu A menu you access by holding down the Control key and clicking an area of the interface, or by pressing the right mouse button.

shutter A complicated mechanism, usually consisting of a blade or a curtain, that precisely controls the duration of time light passing through the lens remains in contact with the digital image sensor. *See also* shutter speed.

shutter priority A setting on certain cameras that automatically sets the aperture for a correct exposure based on the shutter speed set by the photographer. *See also* aperture priority, exposure.

shutter speed The length of time the shutter is open or the digital image sensor is activated or charged. Shutter speeds appear as fractions of a second, such as 1/8 or 1/250. *See also* shutter.

Shuttle control A control in the Full Screen mode filmstrip that allows you to quickly advance through the images in the filmstrip. *See also* filmstrip, Full Screen mode.

sidelighting Light that hits the subject from the side perpendicular to the angle of the camera. *See also* backlighting, frontlighting.

silhouette An image in which the subject is a solid dark shape against a bright background. Extreme backlighting, such as a sunset, can cause the silhouette effect when your subject is placed in the foreground. *See also* backlighting, foreground.

single-image print Based on a print preset in Aperture, a single image printed on a single sheet of paper.

slider In Aperture, an interface element that can be dragged forward or backward to make an adjustment. Sliders can be found in the Adjustments Inspector as well as in the Adjustments HUD. *See also* adjustment, HUD.

soft proof The onscreen simulation by a display of the expected output from a printer or press.

slide *See* positive.

slideshow An animated presentation of a series of images. In Aperture, slideshows can be combined with music to present a series of images across up to two displays.

Smart Album Dynamic albums in Aperture used to organize images by gathering versions based on search criteria. *See also* album.

soft lighting *See* diffused lighting.

source image file *See* master file.

source profile The profile of an image file before it undergoes color conversion.

spectrophotometer An instrument that measures the wavelength of color across an entire spectrum of colors. As it can be used to profile both displays and printers, the spectrophotometer is preferred for device profiling.

spot metering A type of metering that operates by metering within a small target that is usually in the center of the frame. *See also* center-weighted metering, evaluative metering, light meter.

sRGB A common working space designed to represent the average PC monitor. Because of its small gamut, it is suitable for web graphics but not for print production. *See also* working space.

stack In Aperture, a set of similar images, where only one image is intended for use. *See also* alternate, pick.

stopping down The process of changing the aperture, or f-stop, to a smaller opening. *See also* aperture, f-stop.

subtractive color Images with color elements derived from the light reflected off the surface of an object. CMYK is a common form of subtractive color. *See also* CMYK.

SWOP Short for *Specifications for Web Offset Publications,* a standard printing-press profile. *Web* here refers to a web press, not to the Internet.

tabs In Aperture, elements that delineate projects, folders, or albums in the Browser when more than one is selected in the Projects panel. You click a tab to view the contents of a currently open project, folder, or album. *See also* album, folder, project.

target A reference file used to profile a device such as a scanner or digital camera. It often contains patches whose color values have been measured. The output from a device is then compared with the target. *See also* device characterization.

telephoto lens A lens with a long focal length that magnifies the subject. *See also* lens.

TIFF Short for *Tagged Image File Format*. TIFF is a widely used bitmapped graphics file format, developed by Aldus and Microsoft, that handles monochrome, grayscale images. *See also* format.

transition A visual effect applied between the display of images in a slideshow. In Aperture, you can choose the duration of the cross fade between images.

tripod A stand with three legs used to keep a camera steady. The use of a tripod is especially necessary when shooting long exposures. *See also* camera shake, exposure.

tungsten light A type of light with low color temperature. Tungsten light sources usually include household lamps but should not be confused with fluorescent. *See also* color temperature, white balance.

underexposed The result of not exposing a scene long enough. Underexposed scenes appear dark. *See also* exposure, overexposure.

unipod Similar to a tripod; a stand with one leg used as an aid in keeping a camera steady. *See also* camera shake, exposure.

untagged A document or an image that lacks an embedded profile.

vault A designated storage space that contains an exact copy of the Aperture Library (from the last time you backed up), usually saved on an external FireWire drive. *See also* FireWire, Library.

version The file containing all the metadata and adjustment information applied to an image. In Aperture, only versions are changed. The master image files are never touched. *See also* master file.

Viewer An area in Aperture that displays the images currently selected in the Browser. You can use the Viewer to perform adjustments on images as well as compare them with each other. *See also* Browser.

viewfinder The part of the camera designed to preview the area of the scene that will be captured by the digital image sensor. *See also* camera, digital image sensor.

vignetting Darkening, also known as *fall-off,* at the corners of the image as a result of too many filters attached to the lens, a large lens hood, or poor lens design. *See also* filters, lens.

watermark A visible graphic or text overlay applied to an image to indicate that the image is protected by a copyright. Watermarks are used to discourage the use of your images without your explicit permission.

white balance An adjustment that changes the color temperature and tint of a digital image. The goal of adjusting an image's white balance is to neutralize color casts in an image. For example, if the white in an image is too yellow because of incandescent lighting, white balancing adds enough blue to make the white appear neutral. *See also* color cast, color temperature, kelvin (K).

white point The color temperature of a display, measured in kelvins. The higher the white point, the bluer the white is; the lower the white point, the redder the white. The native white point for a Macintosh computer is D50 (5000 kelvins); for a Windows PC, it is D65 (6500 kelvins). *See also* color temperature, kelvin (K).

wide-angle lens A lens with a short focal length that takes in a wide view. The focal length of a wide-angle lens is smaller than the film plane or digital image sensor. *See also* digital image sensor, lens.

workspace The arrangement of the Browser, Viewer, Projects panel, and inspectors. In Aperture, there are multiple workspaces. *See also* Browser, Viewer.

working space The color space in which you edit a file. Working spaces are based either on color space profiles such as Apple RGB or on device profiles.

zoom lens A lens that has the mechanical capacity to change its focal length; also known as an *optical zoom lens. See also* lens.

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